



# Wytheville Community College



## Catalog & Student Handbook 2017-18

# Wytheville Community College

Wytheville, Virginia

## Catalog & Student Handbook



### Wytheville Community College

1000 East Main Street

Wytheville, Virginia 24382

(276) 223-4700

(276) 223-4849 (TDD Hearing Impaired)

Toll Free 1 (800) 468-1195

[www.wcc.vccs.edu](http://www.wcc.vccs.edu)

### WCC at the Crossroads Institute

1117 East Stuart Drive

Galax, Virginia 24333

(276) 744-4974

### WCC at the Summit Center for Higher Education

203 N. Church Street, Marion VA 24354

Marion, Virginia 24354

(276) 783-1777

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**Revision Date: August 2017**

Wytheville Community College does not discriminate on the basis of race, sex, color, national origin, religion, sexual orientation, gender identity, age, political affiliation, genetics, veteran status, or disability when the person is otherwise qualified in its educational programs and activities or employment. The following person has been designated to handle inquiries regarding the non-discrimination policies: Crystal Cregger, Vice President of Finance and Administrative Services, 215 Bland Hall, 1000 East Main Street, Wytheville VA 24382, 276-223-4762. For further information, see the list of [OCR enforcement offices](#) for the address and phone number of the office that serves your area, or call 1-800-421-3481.

# Programs of Study

Associate of Arts and Sciences (AA&S)  
Associate of Applied Science (AAS)  
Certificate (C); Diploma (D)

## *Transfer Programs*

Business Administration (AA&S)  
Education (AA&S)  
General Education (C)  
General Studies (AA&S)  
    *Communication/Media Studies*  
    *Specialization*(AA&S)  
    *Community & Provider Services*  
    *Specialization*(AA&S)  
    *Developmental Disabilities Specialization*(AA&S)  
    *Human Services Specialization* (AA&S)  
    *Substance Abuse Specialization* (AA&S)  
Liberal Arts (AA&S)  
Science (AA&S)  
    *Computer Science Specialization* (AA&S)  
    *Engineering Specialization* (AA&S)  
    *Mathematics Specialization* (AA&S)

## *Career and Technical Studies*

Accounting (AAS)  
Administrative Support Technology (AAS)  
    *Health Information Management*  
    *Specialization* (AAS)  
    *Legal Assistant Specialization* (AAS)  
Business Management and Leadership (AAS)  
Cybersecurity (C)  
Clerical Studies (C)  
Corrections (C)  
Corrections Science (AAS)  
Dental Hygiene (AAS)  
EMT--Paramedics\* (AAS)  
Information Systems Technology (AAS)  
    *Networking Administration* (AAS)  
    *Specialization* (AAS)  
    *Cybersecurity Specialization* (AAS)  
Law Enforcement (C)  
Machine Technology (AAS)  
Machine Tool Operations (C)  
Medical Laboratory Technology (AAS)  
Medical Office Clerk (C)

Nursing (AAS)  
Physical Therapist Assistant (AAS)  
Police Science (AAS)  
Practical Nursing (C)  
Respiratory Therapy\*\* (AAS)

## *Diplomas*

Construction Technology  
    Alternative Energy Systems Track  
    Carpentry Track  
    Electrical Track  
    Heating, Ventilation, and Air Conditioning (HVAC) Track  
    Plumbing Track

## *Career Studies Certificates*

Carpentry  
Clerical Assistant  
Cybersecurity  
Dental Assisting  
Electrical  
Electronic Medical Records Specialist  
EMT-Paramedic (Intermediate)\*  
EMT-Intermediate to Paramedic Bridge\*  
File Clerk  
Health Sciences  
Heating, Ventilation, and Air Conditioning (HVAC)  
Human Services--Developmental Disabilities  
Human Services--Integrated Discipline  
Human Services--Mental Health  
Legal Assisting  
Machining  
Medical Coding  
Medical Records Clerk  
Medical Transcriptionist  
Networking  
Pharmacy Technician  
Phlebotomy  
Plumbing  
Public Health  
Solar Installer  
Substance Abuse  
Web Design and Office Applications

\*Offered in partnership with Southwest Virginia Community College. The actual degree or career studies certificate is awarded by Southwest Virginia Community College.

\*\*Offered in partnership with J. Sargeant Reynolds Community College. The actual degree is awarded by J. Sargeant Reynolds Community College.

# College Calendar 2017-18

## FALL 2017

### AUGUST

1	Tuesday	Last Day for Pre-Registered Students to Pay Tuition for Fall Semester— All tuition MUST be paid by 5:00 pm
8	Tuesday	Extended Registration Hours for Smyth County – The Summit Center of WCC (8:00 am – 7:00 pm)
10	Thursday	Extended Registration Hours for Carroll, Grayson Counties and City of Galax -- Crossroads Institute (8:00 am – 7:00 pm)
14-17	Mon.-Thurs.	Extended Registration Hours-WCC Campus (8:00 am – 7:00 pm: Student Support Offices & Bookstore Open)
16-17	Wed.-Thurs.	College Success Skills Orientation ((SDV 100,101&104) – (Wed. 5 pm – 8 pm) (Thurs. 9:00 am – 12:00 Noon)
18	Friday	Registration & Advising, New Student Orientation
21	Monday	Classes Begin
21-24	Mon.-Thurs.	Extended Registration Hours-WCC Campus (8:00 am – 7:00 pm: Student Support Offices & Bookstore Open)
28	Monday	Last day to Add a class without instructor approval

### SEPTEMBER

4	Monday	Labor Day Holiday - College closed - No classes
8	Friday	Last day to drop a course, change from audit to credit, and receive tuition refund
29	Friday	Open House for regional high schools

### OCTOBER

13	Rriday	College-wide In-Service Day--College Closed--No Classes
20	Friday	Application for graduation for Fall 2017 due
27	Friday	Last day to withdraw from class and receive a "W"

### NOVEMBER

1	Wednesday	LPN to RN Bridge Application Deadline
6-10	Mon.-Fri.	Advisement Week for Spring Semester
13	Monday	Registration for Spring Semester 2018 begins
13	Monday	Application for graduation for Spring 2018 due
20-22	Mon. – Wed.	Faculty In-service Days – No classes
23-24	Thurs. - Fri.	Thanksgiving Holidays – College Closed --No classes

### DECEMBER

1	Friday	Last Day for Pre-Registered Students to Pay Tuition for Spring Semester— All tuition MUST be paid by 5:00 pm
11	Monday	Lasty day of classes
12-15	Tues.-Fri.	Final Exams for day classes
12-18	Tues. – Mon.	Final Exams for night classes
19	Tuesday	Faculty In-service Day – Grades due by 9:00 am
23	Saturday	Holiday Begins--All Employees
23-30	Saturday	Holiday Break - All Employees

## SPRING 2018

## JANUARY

2	Monday	Registration & Advising
2-4	Tues.-Thurs.	Extended Registration Hours-All Locations (8:00 am – 7:00 pm: Student Support Offices & Bookstore Open on Main Campus)
4	Thursday	College Success Skills Orientation (SDV 100,101&104) – (9:00 am – 12:00 Noon)
5	Friday	Advising, Student Orientation, Registration
8	Monday	Classes Begin
8-11	Mon.-Thurs.	Extended Registration Hours-WCC Campus (8:00 am – 7:00 pm: Student Support Offices & Bookstore Open)
15	Monday	Martin Luther King, Jr. Holiday - College closed - No classes
16	Tuesday	Last day to add a class without instructor approval
26	Friday	Last day to drop a course, change from audit to credit, and receive tuition refund

## FEBRUARY

15	Thursday	Deadline to Apply for Selective Admission Health Programs (RN, PTA, MLT, DH)
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## MARCH

2	Friday	College-Wide In-Service - College closed – No classes
5-9	Mon. – Fri.	Faculty/student spring break – No classes
15	Thursday	Last day to withdraw from class and receive a “W”
19	Monday	Registration for Summer and Fall Semesters Begins

## APRIL

30	Monday	Last Day of Classes
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## MAY

1-4	Tues.-Fri.	Final exams for day classes
4	Friday	Honors Convocation
1-7	Tues.-Mon.	Final exams for night classes
8	Tuesday	Grades due by 3:00 pm
9	Wednesday	College-wide emergency preparedness exercise: College closed
9-11	Wed. - Fri.	In-service Days
13	Saturday	Health Professions Curricula Pinnings and Commencement
14-15	Mon.-Tues.	In-service Days



# About the College

## WCC's History

In 1962, a steering committee composed of area citizens was organized to obtain support for a college in Wytheville. After approval by the [State Council of Higher Education for Virginia](#) and the General Assembly, the Wythe County-owned Simmerman Building was chosen as the first site of the college.

[Wytheville Community College](#) welcomed its first students in September of 1963, as a two-year branch of Virginia Polytechnic Institute. During its first year of operation, the college enrolled 107 students and employed five full-time faculty members.

The [Virginia Community College System](#) was established during the 1966 session of the General Assembly. Wytheville Community College became a member of the system on July 1, 1967. In the first year of its operation, the college's enrollment rose to 837 and the number of full-time faculty members increased to 21. Today, the college's enrolls more than 5,000 students annually in credit classes, and employs nearly 40 full-time and 150 part-time faculty.

Acquisition of property for the permanent site began in 1965, when a tract of 103 acres was purchased from the Wytheville Knitting Mill Corporation by the County of Wythe and the Town of Wytheville. Approximately three acres adjoining the campus on the east were purchased by the college in 1975. In 1979, the State Board for Community Colleges approved a gift of land (approximately 42 acres) from Helen Janssen Wetzel, Elsa L. Bowman, and Helene L. Master. The gift of land was made in memory of Mr. Richard C. Wetzel, Dr. John E. Livingood, and Mr. Harry Janssen, an industrial pioneer in the American textile industry and builder of the old Wytheville Knitting Mills.

The first building on the permanent site, Fincastle Hall, was occupied in September of 1968. Bland Hall, which now houses primarily the college's administrative offices, and an occupational-technical classroom building, Carroll Hall, were occupied during the 1970-71 academic year. A nursing and allied health building, Galax Hall, was completed in the spring of 1973. An occupational-technical building, Grayson Hall, was dedicated in the spring of 1985. Smyth Hall, the college's learning resource center, was completed and dedicated in the spring of 1998.

In the 1990s, a surge in the use of educational and administrative technologies occurred. Today, WCC boasts that it is on the leading edge of technology appropriate for a learning-focused and student-centered institution of higher education.

Wytheville Community College is a two-year comprehensive community college serving residents of the counties of Bland, Carroll, Grayson, Smyth (Marion and eastward), Wythe, and the City of Galax. The college, one of 23 in the Virginia Community College System, operates under policies established by the [State Board for Community Colleges](#) and the Wytheville Community College Board. The college is financed primarily with state funds supplemented by contributions from the participating localities.

## College Mission Statement

"Wytheville Community College is committed to providing access to lifelong learning within an environment of academic excellence."

To achieve its mission, Wytheville Community College is guided by the following principles, all of which are related to teaching and learning. The "Guiding Principles" are:

- to provide programs and courses of instruction, through the associate-degree level, encompassing occupational-technical education, college transfer education, general education, developmental education, continuing education, and workforce development
- to offer a comprehensive program of student-development services
- to provide a broad range of instructional technologies, methods, materials, facilities, and instructional support services that accommodate students of varied backgrounds, interests, and abilities
- to create an educational environment that facilitates learning through a curriculum that broadens perspectives, leads to responsible citizenship, and sets standards that support the highest level of performance
- to serve as an important linkage between secondary education and four-year colleges and universities
- to enrich local communities, by making available resources in people, facilities, libraries, and programming
- to take a leadership role in helping shape the future direction of our communities
- to present diverse cultural opportunities while promoting the heritage of Southwest Virginia
- to enhance economic, cultural, and educational partnerships between WCC and the communities we serve

- to ensure a healthful and safe environment on campus
- to be fiscally responsible and accountable
- to promote accessibility and affordability; and
- to ensure quality in all programs and services.

### **Accreditation and Recognitions**

Wytheville Community College is approved by the [State Board for Community Colleges](#) and by the [Virginia Community College System](#). The associate degree curricula of the college have also been approved by the [State Council of Higher Education for Virginia](#).

Wytheville Community College is accredited by the [Southern Association of Colleges and Schools Commission on Colleges](#) to award the associate degree. Contact the Commission on Colleges at (1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500) for questions about the accreditation of Wytheville Community College. *(Note: Inquiries to the Commission should relate only to the accreditation of WCC, and not to general admission information.)*

The Nursing Program has been granted approval by the [Virginia State Board of Nursing](#) and accreditation by the [Accreditation Commission for Education in Nursing \(ACEN\)](#) [3343 Peachtree Road NE, Suite 850, Atlanta, Georgia 30326, (404-975-5000)] <http://www.acenursing.org>.

The Practical Nursing Program is approved by the [Virginia State Board of Nursing](#).

The Medical Laboratory Technology Program is accredited by the [National Accrediting Agency of Clinical Laboratory Sciences \(NAACLS\)](#), 5600 N. River Road, Suite 720, Rosemont, IL 60018-5119, (847) 939-3597 or (773) 714-8880, FAX (773) 714-8886.

The program in Dental Hygiene is accredited by the [Commission on Dental Accreditation of the American Dental Association \(ADA\)](#).

The Physical Therapist Assistant program is accredited by the [Commission on Accreditation in Physical Therapy Education](#) of the [American Physical Therapy Association](#).

The Respiratory Therapy program is accredited through the [Commission on Accreditation for Respiratory Care](#), 1248 Harwood Road, Bedford, TX 76021-4244, (817) 283-2835.

Wytheville Community College is a member of the [American Association of Community Colleges](#).

### **Education Centers**

Wytheville Community College operates two education centers that enhance the educational opportunities available through the college.

Formerly called the “Galax Education Center,” WCC at the Crossroads Institute is located at 1117 East Stuart Drive (Rt. 58) in Galax. The Crossroads Institute, with its electronic and lecture classrooms, computer labs, and conference rooms,

provides space for industrial training, community meetings, curricular classes, workshops, seminars, teleconferences, and more. Special programs available there include the Practical Nursing program and Construction Technologies. For more information regarding learning opportunities in the Galax area, call WCC at the Crossroads Institute at (276) 744-4974.

WCC at the Summit Center for Higher Education is located in downtown Marion about 30 miles south of Wytheville on Interstate 81. The Summit supports WCC curricular offerings, continuing education programs, and community service. Educational activities at the center include day and evening courses, business- and industry-related training, pre-employment training, seminars for small business owners, and personal development workshops. For more information regarding WCC educational opportunities in Smyth County, call the Summit Center at (276) 783-1777.



**The Crossroads Institute is located at  
1117 East Stuart Drive in Galax.**

## **The WCC Educational Foundation and the WCC Scholarship Foundation**

The Wytheville Community College Educational Foundation, Inc. is a non-profit 501(c)(3) organization whose mission is to foster and promote the growth, progress, and general welfare of Wytheville Community College. Through private contributions, the WCC Educational Foundation:

- Manages over 200 different scholarship endowments and funds, awarding approximately \$500,000 each year to qualified WCC students.
- Helps purchase special equipment and supplies for WCC programs and activities.
- Seeks funding for capital projects, having secured \$1.5 million for construction of the William F. Snyder Auditorium and \$75,000 for creation of the Chitwood Nursing Lab.
- Supports professional development opportunities for WCC faculty and staff to help employees remain current in their respective fields.
- Assists with the college's delivery of services at the Crossroads Institute in Galax and at the Smyth County Education Center in Atkins.
- Helps provide funding for the college's Kegley Library, a special local history collection.
- Supports WCC's participation in various community events and projects.
- Provides various academic, recognition, and service awards to WCC students, faculty, staff, and friends of the college.

A 19-member Board of Directors with representatives from all areas of the college's service region govern the WCC Educational Foundation. A host of community leaders and WCC alumni serve as volunteers during annual and special fund-raising campaigns. Thanks to the "Forging Futures Capital Campaign," the first capital campaign undertaken in the college's history, the Foundation secured over \$3 million to support WCC. \* As of December 31, 2016, the WCC Educational Foundation's net assets totaled more than \$8.5 million.

In addition to the WCC Educational Foundation, the WCC Scholarship Foundation, a second non-profit 501(c)(3) organization, provides scholarships for economically disadvantaged WCC students who meet specified federal poverty guidelines. The WCC Scholarship Foundation, Inc. receives special state tax credits through the Neighborhood Assistance Act Tax Credit Program for Education, administered by the Virginia Department of Education. This allows the WCC Scholarship Foundation to award a 65-percent state tax credit to qualified businesses and individuals, in addition to offering tax deductions for

charitable contributions. As of December 31, 2016, net assets of the WCC Scholarship Foundation totaled \$649,499. The WCC Scholarship Foundation is governed by a 13-member Board of Directors, with representatives from all areas of the college's service region.

Private support greatly enhances the work of Wytheville Community College. The WCC Educational Foundation accepts gifts of cash, stock, and real estate, as well as works with donors who may wish to make planned gifts through bequests, charitable remainder trusts, annuities, life insurance, or other types of special donations. The WCC Scholarship Foundation accepts primarily gifts of cash or stock. Contributions to both the WCC Educational Foundation and the WCC Scholarship Foundation are tax deductible as allowable by IRS guidelines.

For more information about the WCC Educational Foundation or the WCC Scholarship Foundation, please contact Dr. Rhonda K. Catron-Wood, Vice President of College Development, at 276-223-4772, or via e-mail at [foundation@wcc.vccs.edu](mailto:foundation@wcc.vccs.edu).



# Admissions

## General Admission to the College

### Applying to WCC

A student is eligible for admission to WCC if the student is:

- A high school graduate or GED recipient;
- A non-high school graduate 18 years of age or older and able to benefit from a program at WCC;
- A transfer student from an accredited college or university;
- A student who is enrolled in high school at the junior or senior level as part of the Dual Enrollment Program;
- A home-schooled student.

Wytheville Community College reserves the right to evaluate and document special cases and to refuse admission if the college determines that the applicant is a threat or a potential danger to the college community or if such refusal is considered to be in the best interest of the college.

The college reserves the right to rescind the admission of any student that cannot produce the necessary documentation for admission or a foreign student that cannot produce a visa that gives him or her educational status in the United States.

### Online Application Process

The online application can be found at [apply.vccs.edu](https://apply.vccs.edu).

Providing your Social Security Number ensures that you do not create a duplicate student record for classes you may have taken at other colleges in the Virginia Community College System. Note: If you do not provide your Social Security Number, you will receive the following message:

*"If you do not give your Social Security Number, access to some services will be limited, tax reporting information will not be available, and financial aid will be delayed. If you choose not to provide your Social Security Number, click OK. Otherwise, click CANCEL and change to your valid Social Security Number."*

**WCC will not use your Social Security Number once your Student ID has been issued.**

### Admission Checklist

In order to be admitted as a regular student, the following items are required:

- A completed official application for admission. (A WCC application form is available via the college's Internet web site at <https://apply.vccs.edu/oa/launch.action>.);
- Official transcripts from high school and all colleges/universities attended may be required in specific programs;
- Placement test scores (if necessary).

### WCC Policy Related to Legislation Regarding Admissions

Section 23-2.2:1 of the *Code of Virginia* requires that the VCCS send enrollment information to the Virginia State Police concerning applicants to institutions of higher education. This information is transmitted electronically and compared against the [Virginia Criminal Information Network](#) and [National Crime Information Center Convicted Sexual Offender Registry](#). Language on the web application informs applicants that their information is being transmitted to the State Police.

In the event that the State Police determine that an applicant to Wytheville Community College is listed on the Sex Offender Registry, the State Police will notify WCC. When the college receives such a notification, the following procedures apply:

- A. The applicant will be denied admission to WCC in accordance with its admission policy as published in its catalog:  
*Admission Denied/Revoked: Admission to the college, or to college functions or activities, may be denied or revoked to individuals who are unable to demonstrate safe and/or non-disruptive conduct.*
- B. If the applicant registers for classes and becomes a student before the college receives notification from the State Police, the student will be immediately informed that he/she is being administratively withdrawn from classes and will receive a refund.
- C. An applicant may invoke his/her right to an appeal process.

### Appeal Process for Denial of Admission

## **or Withdrawal for Convicted Sex Offender**

When a convicted sex offender is denied admission to or is administratively withdrawn from classes at Wytheville Community College, he/she may invoke the following appeal process:

A. The applicant or withdrawn student will receive a letter from the Dean of Student Success and Academic Development stating his/her denial of admission or administrative withdrawal.

B. The applicant/withdrawn student may write a letter of appeal to the Dean of Student Success and Academic Development in which he/she provides the following information:

1. Disclosure of the nature of the offense for which he/she has been convicted;
2. Justification for consideration of admission/reinstatement;
3. Statement acknowledging his/her understanding that his/her identity and status as a convicted sex offender will be publicized on the college campus in accordance with federal and state law if he/she is admitted or reinstated.

Note: If a student is appealing a denial of admission or an administrative withdrawal, he/she must submit the letter of appeal to the Dean of Student Success and Academic Development within seven (7) calendar days of the administrative withdrawal.

C. The college Threat Assessment Team (TAT) will review the information submitted and make a decision within fourteen (14) calendar days of receiving the letter of appeal. The Dean of Student Success and Academic Development will serve as the convener of the panel and will be a member of the panel.

D. The Dean of Student Success and Academic Development will inform the applicant/withdrawn student by letter of the decision of the TAT team.

E. If the decision of the TAT is not satisfactory, the student will meet with the Vice President of Instruction and Student Development in a personal conference. The Vice President of Instruction and Student Development has five (5) working days, after this meeting, to render his/her decision regarding the matter to the prospective student. If a satisfactory resolution of the concern does not result from the conference, the student may file a written grievance within five (5) working days with the Dean of Student Success and Academic Development.

F. If the decision of the Vice President of Instruction and

Student Development is not satisfactory to the student, he/she may request in writing within five (5) working days that the President review the findings of the Vice President. The President has five (5) working days to render a final decision. The decision of the President is final.

## **WCC Policy Related to Admission of Students Deemed to Pose a Threat or Potential Danger**

Per VCCS Policy Manual Section 6.0.1, the college reserves the right to evaluate and document special cases and to refuse or revoke admission if the college determines that the applicant or student poses a threat, is a potential danger, is significantly disruptive to the college community, or if such refusal or revocation is considered to be in the best interest of a college. The college also reserves the right to refuse admission for applicants who have been suspended from or determined to be a threat, potential danger, or significantly disruptive by another college.

## **Ability to Benefit Criteria**

Students must be high school graduates and have a regular high school diploma or GED in order to receive financial aid. In order to show an ability to benefit, a student must receive a passing score on the WCC placement tests as established by the U.S. Department of Education. Test results will serve as official documentation of the student's ability to benefit from college-level classes. Students who are still in high school are not eligible for financial aid. Listed are the developmental placement levels required to meet the ability to benefit threshold:

### **Virginia Placement Test**

Reading & Writing	ENF 1
Math	MTE 1

## **Placement Procedures**

The purpose of placement tests is to assure that students are academically prepared for college-level work regardless of prior grades, work experience, or academic history. Students who do not meet the college's standards in English and math will be required to enroll in Developmental Studies course(s) to improve their skills in these areas. Contact the Student Services Office for more details on WCC's placement procedure.

## **Placement Testing**

Placement testing is required of most students before beginning classes at WCC. All students who are entering a program of study or enrolling in any programs requiring a mathematics or English prerequisite must take the Virginia Placement Test (VPT). This includes transfer students who do not have credit in mathematics or English.

Students must submit their applications for admission to WCC before taking the placement tests. Placement testing must be completed prior to meeting with an academic advisor

to establish a course schedule.

### **Math Placement Test**

Test scores are valid for five (5) years after the date of the test. Students who take the mathematics placement test and who do not enroll in developmental math are allowed to take one (1) retest within twelve (12) months. Students who attempt a developmental mathematics course will be ineligible for a retest. Exceptions to this retest policy may be made on a case-by-case basis in accordance with established college procedures.

A student who provides official evidence of one the below test options, taken within the last five years, may be exempt from taking the VCCS mathematics placement test.

- a minimum score of 530 on the mathematics section of the SAT
- a minimum score of 22 on the mathematics section of the ACT
- a minimum score of 165 on the mathematics section of the GED

A placement test may still be required, dependent on the mathematics requirements in the student's academic plan.

### **English Placement Test**

Test scores are valid for two (2) years after the date of the test. Students who take the English placement test and who do not enroll in developmental English are allowed to take one (1) retest within twelve (12) months. Students who attempt a developmental English course will be ineligible for a retest. Exceptions to this retest policy may be made on a case-by-case basis in accordance with established college procedures.

A student who provides official evidence of one the below test options, taken within the last two years, is exempt from taking the VCCS English placement test.

- a minimum score of 480 on the English (ERW) section of the SAT
- a minimum score of 18 on the English section of the ACT
- a minimum score of 165 on the English (RLA) section of the GED

Official scores from College Board are required and should be submitted to the Admissions and Records Office. An official report can be requested at [www.collegeboard.com](http://www.collegeboard.com).

#### **1. When to Schedule Testing**

It is recommended that students schedule testing prior to enrollment period and not wait until enrollment days. For example, if a student plans to enroll during fall semester, testing should occur during the summer prior to fall registration. All

students must complete the WCC Application for Admission before placement testing. The Student Success 1 Stop in Bland Hall on the WCC Wytheville campus, the Crossroads Institute in Galax, and the Summit in Marion administer placement tests.

#### **2. Placement Scores from Other Institutions**

Students may submit placement scores from other institutions provided the placement test is the same as that used at WCC and testing was completed within the last five years. WCC will use the placement scores submitted, but will apply the WCC cutoff scores. Placement scores submitted from other institutions must be on file at WCC before a student may register for an English, math, or biology class. If a student has two placement scores on record in the Virginia Community College System (VCCS) and both tests were taken within the past two years, WCC will accept and use the higher score. Developmental coursework completed outside the VCCS is not transfer eligible.

### **Admission to Specified Curricula**

In addition to the general admission requirements, there are usually specific requirements for each curriculum at Wytheville Community College. These specific requirements are listed in the Academic Plan Offerings section of the college catalog. It is policy not to admit a student to a curriculum unless that student meets all of the listed requirements for that curriculum. Persons who do not meet the academic requirements for a specific curriculum may become eligible after they have completed Developmental Studies.

A non-curricular student may be required to submit transcripts from colleges and universities attended; however, transcripts are required if the student's status changes from non-curricular to curricular student.

### **Enrollment of Home School Students**

Wytheville Community College admissions policies address students who have high school diplomas or the equivalent or who are at least 18 years of age and able to benefit from the college experience. The policies also address students who are less than 18 years of age and who are currently enrolled in a secondary school. The college will also consider the admission of students who are less than 18 years of age and do not have a high school diploma, who are not attending a public or private school, and who are documented as "home school students." These students may be accepted at Wytheville Community College as described below. The program of studies for such admitted students is considered an

enrichment to their home school program.

The following policies and procedures will apply to the enrollment of home school students:

1. An applicant for admission who does not have a high school diploma and is not at least 18 years of age is required to demonstrate, prior to enrollment, appropriate basic skills equal to those expected of other entering students.
2. All enrolled students are subject to all of the rules, policies, and procedures of the college pertaining to attendance, confidentiality of records, conduct, etc., as described in the WCC Catalog and Student Handbook.
3. Students who are home schooled must provide current documentation (letters to/from school system or state) that they are “home school students” to the Office of Admissions and Records prior to enrollment in the college.
4. The home school student must meet with a college counselor to discuss enrollment prior to registration.
5. The college counselor will make a recommendation to the Vice President of Instruction and Student Development or designee concerning approval of the student’s request for course enrollment. All subsequent registrations as a “home school student” will require the approval of a college counselor.
6. The home school student is subject to the same basic skills assessment requirements as are other enrolling students and may be required to complete appropriate developmental courses.

### **WCC Policy Related to Legislation Regarding Admissions for Veterans**

Congress passed the Veterans Access, Choice and Accountability Act of 2014 (Veterans Choice Act), which was codified in 38 U.S.C. 3679(c) 6 and modified in December, 2016. Under Section 702 of this law, certain veterans and their dependents utilizing military education benefits would be eligible for in-state tuition at public institutions. Please visit the Tuition section of the College Catalog for the guidelines in determining In-state tuition for Veterans.

### **Admission Requirements for International Students**

International students are defined as persons who are not citizens of the United States and who hold either temporary or permanent visas. International students applying to the college for admission must hold a valid visa as determined by the U.S. Immigration and Naturalization Services.

All international students on F-1 visas who have entered the United States to study at another college, university or language school must provide proper documentation to transfer to Wytheville Community College.

All international students requiring an I-20 form and all

holders of F-2 visas seeking enrollment are required to:

1. Have the equivalent of an American high school diploma. Certified translations into English of all official transcripts and records of previous educational experiences must be sent to WCC by the originating institution.
2. Submit documentation that the applicant possesses health insurance.
3. Submit verification of financial support by completing the Foreign Students Financial Aid and Declaration issued by the college. The form may be obtained from the WCC Admissions and Records Office.
4. Submit a minimal score of 500 on the “Test of English as a Foreign Language” (TOEFL), a minimal score of 61 on the TOEFL Internet-based Test (TOEFL iBT), or a minimal score of 6.0 on the International English Language Testing System (IELTS).
5. Submit all appropriate documentation and test scores 60 days prior to regular registration for the semester of requested enrollment. For more information, contact the WCC Admissions and Records Office at 276-223-4701. Students will not be admitted until all general and special requirements for admission are complete, nor will they be admitted on provisional basis.

Students for whom an I-20 form has been submitted must maintain full-time status.

### **Admission Priority**

When enrollments must be limited for any curriculum, priority shall be given to all qualified applicants who are residents of the political subdivisions supporting the college and to Virginia residents not having access to that curriculum at their local community college, provided such students apply for admission to the program by the deadline established by the college. In addition, residents of localities with which the college has clinical-site or other agreements may receive equal consideration for admission.

### **Admission of Students Transferring from Other Colleges**

A student transferring from another college and eligible for reentry to that college is usually eligible for admission to Wytheville Community College. Students ineligible to return to particular curricula at other colleges generally will not be allowed to enroll at Wytheville Community College until one semester elapses. For transfer students not eligible to return to their previous institutions and seeking admission to particular curricula, the Admissions and Standards Committee of the college will decide each case prior to the beginning of the semester and may impose special conditions for the admission of such students, including placement on academic probation.

A student transferring from another college should



consult the Admissions and Records Office at Wytheville Community College for an assessment of credits before registering for classes. The college accepts transfer credits from other similarly-accredited institutions. A student must have earned a grade of “C” or higher in any course for which credit is granted; the course or its equivalent should be listed and described in the VCCS Curriculum Guide, and it must be applicable to the curriculum in which the student is enrolled. Transfer students may be advised to repeat courses if it is clearly necessary in order for them to make satisfactory progress in their curricula. Grades and GPA earned at other colleges do not transfer and are not part of the student’s permanent record at WCC.

### Transfer Between Curricula

A student may wish to change academic direction. In such cases, the student should make an appointment with an advisor in Student Services to process a Change of Curriculum Form and to identify new curriculum requirements.

### Re-Admission

Curricular students returning to the college will be expected to follow catalog requirements in place at the time of their initial admission or the catalog that is currently in place when the student returns, dependent on which is most advantageous to the student, unless there are restrictions listed in individual programs of study.

### Selective Admissions Procedures for Health Professions Programs

Admission to one of Wytheville Community College’s associate degree health programs is different from admission to other programs at the college because there is a limit to the number of applicants admitted. The number of applicants admitted to the health programs is limited for several reasons: number of places available for clinical experiences, accreditation restrictions and limitations in campus facilities (classrooms and laboratories and the number of faculty). Students wishing to apply to one of the following programs will need to obtain a [Selective Admissions Procedures for Health Professions Programs packet](#) online or from the Admissions Office: [Dental Hygiene](#), [Medical Laboratory Technology](#), [Nursing](#), and [Physical Therapist Assistant](#). The deadline for consideration for fall admission is **February 15**. Students will be required to submit a Wytheville Community College application, a Health Professions Application specifying the program of interest, official transcripts from high school, GED, and any colleges previously attended unless the previous school was a community college in Virginia. Students will also need to complete college placement tests for math, reading and writing as well as the [ATI/TEAS-V for Nursing](#) and [TEAS-V AH for Allied](#)



**Several electronic classrooms are located around the WCC campus.**

[Health](#) pre-admission test. Students must complete any developmental courses required for the curriculum of choice prior to being considered for admission to a program.

A comprehensive Criminal Background Check for criminal history and sex offender crimes against minors and a drug screen are required by most programs for entrance into some clinical agencies. Students with convictions may be prohibited from clinical practice or ineligible to sit for required licensure examinations, and, therefore, may not complete the program. Clinical agencies and/or WCC may require drug testing prior to placement for students in clinical rotations. If documented unusual and erratic behaviors suggesting drug and/or alcohol abuse are exhibited once a student is admitted into a program, the clinical agency and/or WCC may also require drug testing at that time.

Students with positive drug test results may be prohibited from clinical practice and may not be able to complete the program. The cost for criminal background checks and drug testing will be the responsibility of the student. For additional program-specific requirements for any health profession program, please contact the Admissions and Records Office or see the online [Selective Admissions Procedures for Health Professions Programs packet](#), which is also available in the Admissions and Records Office.

### Admission by Transfer from Another Health Professions Program:

Students who have begun their health program education (Physical Therapist Assistant, Nursing, Dental Hygiene, Medical Laboratory Technology, or Practical Nursing) at an accredited program other than Wytheville Community College, will be considered for admission by transfer under the following conditions:

1. The student must be leaving the previous program for reasons other than failing to meet academic standards at the previous program.
2. The student must meet all admissions criteria for the

WCC Program, including receiving a clear Criminal Background Check and a Clear Urine Drug Screen.

3. The student must present a letter from the Program Head of the previous program stating that the student is leaving that program voluntarily in good standing and without mitigating circumstances or conditions.
4. There must be an available slot in the appropriate student cohort in the WCC Program. This includes clinical site availability. Students transferring from inside of the WCC service area will receive admission priority over students transferring from outside of the WCC service area. For programs that are shared collaboratively between WCC and neighboring community colleges, the “WCC service area” shall include the service areas of the collaborating colleges.
5. The transferring student’s educational transcript will be evaluated by the WCC Program and the appropriate academic placement will be determined on a case-by-case basis. Any coursework presented for transfer must have received a grade of “C” or better.
6. Students must have less than 3 years lapse between exit of prior program and entry into WCC program.
7. The WCC Program reserves the right to test the transfer applicant to determine competency in courses that are requested to be transferred and/or to request copies of appropriate course syllabi.
8. Students may be required to take a clinical refresher course prior to entry.
9. Students from other programs who have been dismissed or withdrawn from those programs because of failing to meet academic or other standards established by that program will NOT be considered for transfer to the WCC Program. These students are encouraged to apply to the WCC Program as a new applicant and to complete the selective admissions process to begin the program from the start.

## Returning To WCC

### Academic Renewal Policy

The purpose of academic renewal is to adjust the cumulative grade point average (GPA) of students who earned grades of “F” or “D” previously.

Currently enrolled students who return to the college after a separation of five (5) years or more may petition for academic renewal. The request must be submitted to the Admissions and Records Office by completion of the online [Academic Renewal Petition Form](#).

If a student is awarded academic renewal, “D” and “F”

grades earned prior to re-enrollment will be deleted from the cumulative and curriculum grade point average (GPA), subject to the following conditions:

1. Prior to petitioning for academic renewal, the student must demonstrate a renewed academic interest and effort by earning at least a 2.5 GPA in the first twelve (12) semester hours (graded A, B, C, D, F) completed after re-enrollment. Developmental course credits (those graded S, R, U) will not count toward the first 12 credits.
2. All grades received at the college will be a part of the student’s official transcript.
3. Students can meet graduation requirements only with courses in which grades of “C” or better were earned prior to academic renewal, providing that such courses meet current curriculum requirements.
4. Total hours for graduation will be based on all course work taken at the college after readmission, as well as former course work for which a grade of “C” or better was earned, credits transferred from other colleges or universities, or credit awarded at WCC by other approved methods.

The academic renewal policy may be used only once and cannot be revoked once approved.

An “Academic Renewal” notation will be made on the permanent record.

The granting of Academic Renewal does not affect any previous academic, financial, or administrative determination made by the college.

### Readmission After Suspension

Suspended students may be readmitted one semester after termination of the suspension period (one semester, summer not included) and upon formal written petition using the online [Request for Readmission to College Form](#). Causes for suspension may be found under [Student Conduct](#). Request for Readmission forms must be submitted to the Registrar prior to the beginning of the semester for which the student is registering to return. After receiving the request, the Registrar will present this form to the Admissions and Standards Committee. During the suspension period, the student may apply for readmission for the following semester and, if readmitted, will re-enter the college on academic probation. The student who is readmitted must obtain a 2.0 grade point average the semester reinstated and in all subsequent semesters or be academically dismissed. The student may return to the same curriculum or may request a curriculum change. Previous work will be evaluated for utilization in any new curriculum selected.

### Readmission after Academic Dismissal

Normally, academic dismissal is permanent unless, with good cause, students reapply and are accepted under special consideration for readmission. The student may submit a written request for readmission using the online [Request for Readmission to College Form](#) to the Registrar, who will present this form to the Admissions and Standards Committee. The form must be submitted prior to the beginning of the semester for which the student is requesting to return. The student who is readmitted must obtain a 2.0 grade point average the semester reinstated and in all subsequent semesters.

### Retention and Disposal of Records

The academic and personnel records of a student will be maintained either on paper copy or electronically by the college according to the following schedule:

1. Permanent retention is required only for the academic transcript (student permanent record).
2. Three-year retention from the date of student's separation from the college is required for application forms, readmission forms, high school and college transcripts, residency forms, curriculum admission and change of curriculum forms, and other information kept in the student folder.
3. Three-year retention from date of origination is required for registration, drop/add, and withdrawal forms, faculty grade reports, change of grade forms, and placement test results.
4. One-year retention from date of origination is required for transcript request forms, application forms (non-matriculated students), change of student information such as name and/or address changes, and graduation applications and certifications.

### Transfer to Other Institutions

Normally, course work leading to an Associate of Arts and Sciences degree from Wytheville Community College will transfer to most four-year colleges and universities. Some four-year schools accept certain Associate of Applied Science degree programs in transfer, but this policy varies by institution.

**Students have the responsibility for becoming familiar with the requirements and prerequisites of the transfer institution and the intended major.** Attention should be given to required grade point average, deadlines for transfer applications, applicability of the associate degree program to the intended four-year curriculum, and the number of courses accepted for transfer. WCC counselors are available to help

students gather such information and review alternatives, but students make the final choice.

A State Policy on Transfer was endorsed by the State Board for Community Colleges and the State Council of Higher Education in 1991. This policy suggests guidelines for Virginia community colleges and senior institutions on admission of transfer students, acceptance and application of transfer credits, services for and responsibilities of transfer students, and a transfer module for transfer without an associate degree.

Wytheville Community College has formal transfer articulation agreements with other higher education institutions. These [agreements](#), which are discussed below, can be found online and detail the terms of transfer for WCC students completing the associate degree programs for each institution.

### Guaranteed Admission and Articulation Agreements

The Virginia Community College System has established nearly 30 guaranteed admission agreements with various colleges and universities that allow students who graduate from the appropriate WCC transfer program to transfer as a junior into a baccalaureate degree program at the four-year institution. For a complete list of these transfer opportunities, please visit the VCCS website at <http://myfuture.vccs.edu/transfer> or see a counselor in WCC's Student Services Office.

In addition, WCC has established articulation agreements with various four-year colleges and universities that allow WCC students who graduate from the appropriate program to transfer easily to those four-year institutions. For a complete list of these articulation opportunities, please see a counselor in the Student Services Office or visit the online [Virginia Education Wizard](#) at [www.vawizard.org](http://www.vawizard.org).

### College Credit Through Advanced Standing

Wytheville Community College recognizes that learning takes place in a variety of ways, including work experiences, extensive reading, hobbies or avocational endeavors and other similar activities. The basic premise of the advanced standing process is that program-placed students shall be given the opportunity to earn appropriate college credit when their previous studies, training or life and work experiences have already provided the knowledge, competencies or skills associated with a course. The college's commitment to this philosophy of advanced standing is coupled with its mandate to ensure standards of academic quality comparable to traditional instruction. Procedures to apply for credit through advanced standing can be obtained from the WCC Admissions and Records Office.

**The WCC Admissions and Records Office (Room 117 Bland Hall) can provide a copy of the online [Wytheville Community College Credit Through Advanced Standing](#)**



booklet upon request.

## Definition of Advanced Standing

Advanced standing is the award of academic credit for subject matter competency that has been gained by previous academic study or occupational experience. This may include, but is not limited to, college credit and advancement based upon individual participation in the Advanced Placement (AP) program of the College Entrance Examination Board; other placement examinations; articulation agreements with other institutions; transfer credit from other accredited institutions of higher learning; training provided by non-collegiate institutions, such as armed forces and service schools; professional certification or experiential learning.

## Criteria Governing Advanced Standing

The following criteria apply to all forms of advanced standing:

- To be eligible for advanced standing, students must be currently enrolled in a program at the college.
- Advanced standing must be applied toward a specific program at the college. Non-curricular students are not eligible for advanced standing.
- In order to graduate from WCC, a student must complete a minimum of 25% of the total credits required for the degree, diploma, or certificate at WCC.
- Transfer credit may be awarded for up to 75% of the degree, diploma, or certificate requirements. Credit-by-portfolio may be awarded for up to 25% of the academic degree requirements. In all cases, at least 25% of the academic degree requirements must be completed at WCC.
- Award of credit through advanced standing shall be given, to the extent possible, for courses listed in the

current *WCC Catalog*. In certain instances, advanced standing credit may be awarded for courses listed in the Virginia Community College System *Master Course Guide*.

- No credit shall be awarded that duplicates earned course credit at the college, at other institutions, or other credit awarded through advanced standing.
- Students may **not** petition for Credit by Examination for a particular course if they have enrolled (either for credit or audit) in that course, either at WCC or at another institution.

The college reserves the right to place a time limit on prior learning experiences. The college reserves the right to place a time limit for accepting credit for technical courses taken previously at other institutions. The Vice President of Instruction and Student Development, in consultation with the appropriate program faculty, will determine if courses taken more than five years ago can be used in the student's current program of study.

Students are responsible for providing the college with appropriate official documentation of prior learning. In the case of foreign transcripts, the student must assume the responsibility of having transcripts evaluated by an approved evaluation agency. Students are encouraged to have their foreign transcripts evaluated course-by-course rather than by degree. A listing of agencies that are approved to evaluate foreign transcripts is available in the [Wytheville Community College Credit Through Advanced Standing](#) booklet online.

The official transcript shall specify the equivalent courses and the number of credits awarded for advanced standing. Advanced standing credit shall be distinct from earned course credit.

No grades, grade point average, or other indication of academic standing shall be associated with advanced standing entries on the official transcript.

Credit awarded through advanced standing is applicable only to WCC's curricular requirements. **Students are cautioned that credits awarded through AP examinations, CLEP examinations, credit-by-examination, credit-by-portfolio, or other means of advanced standing may not be accepted in transfer by other post-secondary institutions.**

## Registration

### Regular Registration

In order to register for courses or to change programs after initial registration, students must follow the registration procedures established for the college. Failure to follow correct procedures could result in a failing grade or the withholding of academic credit.

Students register for courses during the official registration period. In the event that a class is closed, students must see



**Students make use of the newly renovated Student Lounge in Fincastle Hall.**



the academic dean to determine whether additional class slots are available. Usually, they may not enter new classes after the first 10 days of a new semester. Any request for entry after that time must be approved by the Academic Dean.

All registration dates will be announced on the WCC website and Academic Calendar.

### **Pre-registration**

Students will be allowed to pre-register each semester without having to pay tuition at the time of pre-registration. Students who pre-register must pay their tuition or make arrangements with the Financial Aid Office by a payment deadline. This date will be publicized in the Academic Calendar. Students who do not make payment by the deadline will forfeit their class schedule reservations and will have to prepare new schedules during registration.

### **Change of Registration**

In all cases, students should follow established procedures for making any change in their programs after registration. Failure to do so could place their college records in jeopardy. Students receiving financial aid or grants should check with the Financial Aid Office when any changes are made in their class schedules.

#### **1. Withdrawal from a class**

A student's withdrawal from a course without academic penalty must be made within the first nine weeks of a semester, and the student will receive a grade of "W." After that time the student may receive a grade of "F," except in rare, documented circumstances. A copy of this documentation must be placed in the **student's academic file**.

NOTE: The withdrawal period for classes in non-standard terms, courses, and summer sessions which are not a standard semester in length begins on the first day of classes and concludes on the day that represents the completion of sixty percent (60%) of the non-standard term.

#### **2. Addition and late registration for a course**

The add and late registration period for classes in the fifteen-week session terminates at the close of the tenth calendar day of the academic semester. The first day of classes, as published in the semester schedule, shall be the first day of the add and late registration period.

The drop period for classes in the fifteen-week session terminates at the close of the fourteenth calendar day of the academic semester.

The add/drop period for classes in non-standard terms, courses, and summer sessions which are not a standard semester in length begins on the first day of classes and concludes on the day which represents the completion of fifteen percent (15%) of the non-standard term. Please contact the admissions office for these deadlines.

#### **3. Withdrawal from the college**

A student who wishes to withdraw from the college should contact a counselor for advice on the procedure. Failure to follow procedures could place the student's college

record in jeopardy and prejudice his or her return to this or another college. Students receiving financial aid must see a financial aid representative to discuss the financial aid implications of withdrawal prior to processing forms.

### **How to Make Changes to Initial Registration**

To make changes to the original registration, you should determine which offices need to be contacted for signatures. They are as follows:

#### **A. Approvals Needed for Dropping a Class**

1. All students may drop a class online using the Student Information System (SIS). For assistance, students should contact the Admissions Office or Student Services. Note: Dropping a class may have an impact on financial aid awards. If you receive financial aid, please contact the Financial Aid office prior to dropping a class.

#### **\*B. Approvals Needed for Withdrawing from a Class**

1. Curricular Students--faculty advisor or counselor signature. Students receiving financial aid must see a financial aid representative to discuss the financial aid implications of withdrawal prior to processing forms.

2. Non-Curricular Students--counselor signature

#### **\*C. Approvals Needed for Complete Withdrawal from College**

1. Curricular Students--faculty advisor signature and/or counselor signature. Students receiving financial aid must see a financial aid representative to discuss the financial aid implications of withdrawal prior to processing forms.

2. Non-Curricular Students--counselor signature

\*Having secured the proper signatures, students should submit paperwork to Admissions and Records Office to process schedule changes. The date the form is processed by the Admissions and Records Office personnel is the official date of drop or withdrawal. In the case of distance education students who cannot visit campus, approvals may be obtained electronically via email for submission to the Admissions and Records Office. For more information, call 276-223-4701.

The deadlines for the above procedures can be found on the college's website. Non-standard courses have deadlines unique to their length. If you have questions or need information on deadlines for dropping or withdrawing from a course, contact the WCC Admissions and Records Office.

Off-campus evening students should contact the off-site personnel for instructions for properly adding, dropping or withdrawing from an off-campus class.

### **Non-Attendance Policy**

During the add/drop period or first two weeks of the course, a student must have attended a minimum of one class meeting or the equivalent in the case of a distance learning course. In a distance learning course, initial student attendance is determined by course participation as measured by accessing and using course materials, completion of a class assignment, participation in a course discussion, or other evidence of participation. Students who enroll in a

course but do not attend a minimum of one class meeting or the distance learning equivalent during the first two weeks of the course, will be administratively deleted from the course by the college. Existing college policies regarding tuition refund shall remain in effect.

#### **Instructor-Initiated Withdrawal Policy**

After the third week of a course and until the 60 % mark (last day to withdraw and receive a “W”), the instructor can use the Instructor Initiated Withdrawal Policy. A student who misses more than twice the number of weekly meetings of a course and is unsatisfactorily progressing (U, W, or F) can be withdrawn by the instructor by completing the Instructor Initiated Withdrawal form and submitting it to the Admissions office. Students can request re-entry into the course. Re-entry must be approved by the instructor. If the instructor utilizes this policy, it is included in the course syllabus.

#### **Auditing a Course**

Under certain circumstances, a student may register to audit a course. One who audits a course attends classes but is not required to take examinations and, therefore, receives no credit. To register as an auditing student, one must get permission from the appropriate academic dean and must pay the normal tuition for the course. Students are allowed to audit classes only on a space-available basis and for reasons acceptable to the instructor and appropriate academic dean. Auditing a course is permitted only when it is in the best interest of the requesting student, other students, and the college. Since audited courses carry no credit, they do not count as a part of the student’s course load. Students desiring to change status in a course from audit to credit or from credit to audit must do so within the add/drop period for the course. Courses that are audited are not eligible for financial aid.

## **Classification of Students**

### **Curricular Students**

Curricular students are those who have been admitted to any of the curricular (credit bearing) of the college. A student who has a high school diploma or a GED is designated a regular student when the student’s file in the Admissions and Records Office contains all the information for general admission to the college and when the student has been admitted to one of the academic plans of the college.

### **Non-curricular Students**

Non-curricular students are those who have not been formally admitted to curricular or Developmental Studies programs, but who are classified according to the following student goals or conditions:

1. Upgrading employment skills for present job
2. Developing skills for new job
3. Personal satisfaction and general knowledge
4. Transient

Transient students are those who, while enrolled at

a community college, maintain primary enrollment with other post-secondary institutions.

#### **5. High school**

High school students, with permission of their principal and the appropriate academic dean, may enroll at a community college.

Home school students, with permission of the Vice President of Instruction and Student Development and with appropriate documentation for Home Schooling, may enroll at a community college.

#### **6. General or curricular requirement pending (with college approval only)**

This classification includes students who have not met all general or specific admission requirements as stated in the college catalog. Students should be enrolled in this category for one semester only.

#### **7. Auditing a course (with college approval only)**

Under this classification, students enroll in courses without taking exams or receiving credit. Audits are permitted only if there is a sufficient number of students taking the class for credit.

### **Freshman**

A student is classified as a freshman until 30 credits of study in a designated curriculum are completed.

### **Sophomore**

A student is considered a sophomore after 30 or more credits of course work in a curriculum are completed. Transferred credits are included providing they apply toward the requirements of the student’s curriculum.

### **Full-Time Student**

A full-time student is one who is carrying 12 or more credits of course work.

### **Part-Time Student**

A part-time student is one who is carrying fewer than 12 credits of course work.

# Tuition, Fees, Financial Aid & Veteran's Benefits

## Tuition

Tuition rates are established annually by the State Board for Community Colleges and published with the semester schedule. Current rates can be verified by contacting the Admissions and Records Office. Payment of tuition enables students to obtain student identification cards and makes them eligible to use the [library](#), bookstore, student lounge, and other facilities of the college. Tuition may be paid by cash, check or credit card. Tuition rates are published on the college's [website](#).

## Student Activities Fee

A per-credit-hour student activities fee is required of all full-time and part-time students. The fee supports the student activities program at the college and provides funding for the student government, intramurals, student clubs, and certain cultural and social events held on campus for students. Some events may require additional charges since the budget for student activities does not cover all expenses for the entire activity program. The student activities fee is published on the college's [website](#).

## Technology Fee

A technology fee is assessed for each course credit hour. The technology fee is used to upgrade and maintain computers and other related equipment on campus. The technology fee is published on the college's [website](#).

## Capital Fee

A per-credit-hour capital fee is assessed to all out-of-state students, including out-of-state contract students. The capital fee is published on the college's [website](#).

## Parking Fee

A per-credit-hour capital fee is required of full-time and part-time students. The fee supports maintenance and repairs to parking lots on campus. The parking fee is published on the college's [website](#).

## Facilities Fee

A per-credit-hour facilities fee is required of full-time and part-time students. The fee supports maintenance and repairs to facilities on campus. The facilities fee is published on the college's [website](#).



## Tuition Payment Options

Students may choose from any of the following methods to pay tuition. Partial payments will not be accepted.

### Web Payment

Students may access the student information system (SIS) to pay tuition online. Important: Students who pay on the web and later are due a refund may only be refunded through the credit card used on the web for payment.

### Tuition Payment Plan

To help meet educational expenses, Wytheville Community College provides the TMS tuition payment plan. TMS allows students to pay tuition in monthly installments based on the date enrolled in the payment plan. To utilize the payment plan, visit the WCC webpage at [www.wcc.vccs.edu](http://www.wcc.vccs.edu), log on to My WCC, click on the VCCS SIS Student Information Systems, and apply for the TMS tuition payment plan through the Student Center under Finances. Once enrolled, payments can be managed at [www.wcc.afford.com](http://www.wcc.afford.com). To apply by phone, call TMS at 1-800-337-0291.

### In Person

Tuition can be paid by cash, check, MasterCard, or VISA at the Business Office. In order to facilitate timely processing of the payment, students should have their

student ID readily available. Partial payments and checks in excess of tuition cannot be accepted.

### **Mail**

Checks for the exact amount due may be mailed to:

WCC Business Office  
1000 East Main Street  
Wytheville, VA 24382

Students should enclose a student ID number for processing and mail in time to meet the due date.

### **Third Party Contract**

If an employer or another party will be paying the student's tuition, the student must complete the Third Party Contract Form and return it to the business office:

WCC Business Office  
1000 East Main Street  
Wytheville, VA 24382.

A new completed form is required each semester.

### **Refund Policy**

It is the student's responsibility to know the refund dates, which are published in the Academic Calendar. Students are eligible for a full refund of tuition for credit hours of course(s) dropped on or before the last day to drop with a refund – as listed in the Academic Calendar. Refunds will not be authorized after the refund dates.

Wytheville Community College has contracted with Tuition Management Services (TMS) to process refunds to students. Students have the ability to receive their refunds in as little as three to four business days after the refunds have been processed in SIS.

All new students should receive an email from TMS ([wccrefunds@afford.com](mailto:wccrefunds@afford.com)) inviting you to register. If you do not receive an email, you may request another invitation by going directly to <https://wccchoice.afford.com>. Students should register early and select a disbursement option even if no refund is expected.

The options for receiving your refund are:

- WCC Visa PrePaid Educatecard (Reloadable Debit Card) – Funds are usually available within 3-4 business days after refunds are process in SIS. This card may be used wherever Visa Prepaid Debit Cards are accepted.
- Direct Deposit (ACH) – Funds are usually available within 4-5 business days after refunds are processed in SIS.
- Physical Check – If neither of the above options have been selected the student will receive a physical check by default. They will receive the check within 10-14 business days.

### **Important Information regarding the Mailing of Refund Checks**

Refund checks are automatically generated by the SIS system and are dependent up on an up-to-date student address. Students should update their address in the SIS system whenever they relocate or change their address. Address changes may be made by calling the Admissions Office or by accessing [My WCC](#). Students who do not have an up-to-date address or are missing address information in their student account will not receive refund checks.

### **Cashier Assistance**

Students who need assistance should contact the Business Office located in Bland Hall to speak to someone: 276-223-4789 or 1-800-468-1195, extension 4789.

### **Eligibility for In-State Tuition**

Section 23-7.4 of the [Code of Virginia](#), effective July 1, 1984, requires all persons applying for admission to a public college or university in Virginia and desiring to pay in-state tuition rates to complete an application for Virginia in-state tuition rates. If applicants are under the age of 18 or financially dependent on their parents or legal guardian, the parents or legal guardian must complete and sign a section of the application. An applicant who fails to complete the application for Virginia in-state tuition rates or fails to provide supplemental information when requested to do so will be charged out-of-state tuition rates. The in-state tuition application is comprised of the last two pages of the WCC application form, which can be accessed online [here](#).

To be eligible for in-state tuition rates, students must establish by clear and convincing evidence that they have been domiciled in Virginia continuously for at least one year immediately preceding the first official day of classes of the semester for which in-state tuition is sought. Should in-state tuition not be approved, the student may appeal the decision by resubmitting the application and providing additional documentation.

### **Veterans**

In December 2016, Congress passed Public Law 114-315, which modifies 38 U.S.C. 3679(c) of the Veterans Choice Act of 2014. As amended, 38 U.S.C. 3679(c) requires that the following individuals be charged the resident rate:

1. A Veteran using educational assistance under either chapter 30 (Montgomery G.I. Bill – Active Duty Program) or chapter 33 (Post-9/11 G.I. Bill), of title 38, United States Code, who lives in the state in which the institution is located (regardless of his/her formal State of residence) and enrolls in the institution within three years of discharge or release from a period of active duty service of 90 days or more.
2. Anyone using transferred Post-9/11 GI Bill benefits (38



U.S.C. § 3319) who lives in the state in which the institution is located (regardless of his/her formal State of residence) and enrolls in the institution within three years of the transferor's discharge or release from a period of active duty service of 90 days or more.

3. Anyone described above while he or she remains continuously enrolled (other than during regularly scheduled breaks between courses, semesters, or terms) at the same institution. The person so described must have enrolled in the institution prior to the expiration of the three year period following discharge or release as described above and must be using educational benefits under either chapter 30 or chapter 33, of title 38, United States Code.

4. Anyone using benefits under the Marine Gunnery Sergeant John David Fry Scholarship (38 U.S.C. § 3311(b) (9)) who lives in the state in which the institution is located (regardless of his/her formal State of residence). Individuals using the Marine Gunnery Sergeant John David Fry Scholarship are no longer required to enroll within three years of the service member's death, and there is no longer a requirement that the deceased service member's death in the line of duty followed a period of active duty service of 90 days or more.

5. Anyone using transferred Post-9/11 G.I. Bill benefits (38 U.S.C. § 3319) who lives in the state in which the institution is located (regardless of his/her formal state of residence) and the transferor is a member of the uniformed service who is serving on active duty.

For courses, semesters, or terms beginning after July 1, 2017, a public institution of higher learning must charge the resident rate to the individuals described above. When an institution charges these individuals more than rate for resident students, VA is required to disapprove programs of education for the Post-9/11 GI Bill and Montgomery GI Bill.

## Waived Tuition

### War Orphans

Under the [Virginia Military Survivors & Dependents Education Program](#), children of Virginia military personnel killed, 100% disabled, missing in action, or designated prisoners of war in any armed conflict may be eligible for free tuition at state colleges. Determination of eligibility will be made by the Virginia Division of War Veterans Claims. The free tuition for children is a Commonwealth of Virginia benefit which applies only at state-related institutions. Students qualifying for the War Orphans Act may also be eligible for other benefits from the Veterans Administration through federal authorization. More information or applications may be found online.

### Children of Deceased Law Enforcement/Firefighter/Rescue Squad Personnel

Any student between the ages of 16 and 25 whose parent has been killed in the line of duty while employed or serving as a law enforcement officer, firefighter, or rescue squad member in Virginia is entitled to free tuition and required fees if the deceased parent was domiciled in Virginia at the time of death and certification of employment is provided.

### Senior Citizens Tuition and Fees Waiver

Under provisions of the [Virginia Senior Citizens Higher Education Act](#), a person who has reached 60 years of age and has had legal domicile in Virginia for one year before the beginning of a semester may enroll in a state institution of higher learning at no cost (tuition and required fees except fees established for the purpose of paying for course materials, such as laboratory fees) provided all tuition-paying students are given first priority for class spaces. Senior citizens who have completed 75% or more of their degree requirements may be allowed to enroll in courses at the same time as tuition-paying students. If the senior citizen had a Virginia taxable income of not more than \$15,000 in the preceding year, the individual may take a course for academic credit without paying tuition. If the person's Virginia taxable income exceeded \$15,000, the individual may only audit the course for free. All audits must be approved by the appropriate academic dean. A senior citizen, regardless of income level, may take a noncredit course. No limit is placed on the number of semesters in which a senior citizen may register for tuition-free courses. The law places no restriction on the number of courses that may be taken for credit in any semester. Audit of credit courses or noncredit courses cannot exceed three courses per semester.

To apply for waiver of tuition and fees, senior citizens must be admitted to the college and complete waiver forms **each** semester in which classes are taken. Waivers must be approved by the Registrar. The necessary forms are available in the Admissions and Records Office and [online](#).

## Books and Materials

Students are expected to purchase all books, supplies, and consumable materials that they will use. The estimated cost of these items will normally average at least \$1,600 per year for a full-time student. Some programs will have book and supply costs in excess of the average. The [bookstore](#) is operated by a private vendor in Room 247, Bland Hall. Hours of operation are posted at the bookstore and [online](#).

## Bookstore Return Policy

A receipt of sales is required for all returns. A \$35 service fee will be applied to all returned checks.

A full refund will be given up to two (2) weeks after beginning of classes for fall and spring semesters, providing that the item is in its original packaging and is in the same

condition as when it was purchased. A full refund will be given up to one (1) week after beginning of classes for summer semester. If a student drops classes, the student is responsible for textbook and supply charges if the return deadline has passed.

A full refund will be given up to two (2) weeks on any non-text item, providing that the item is in its original packaging and is in the same condition as when it was purchased. Payment is expected at the time special orders are placed. No refunds will be given on special-order items.

Students are reminded to confirm their Trade Readjustment Act and financial aid deadlines.

## Student Expense Budget

### *Statement of Costs 2017-2018 School Year*

The following budgets are those typically used to calculate the financial need of full-time, in-state students. The budgets of part-time students will be prorated. Tuition for out-of-state students is significantly higher.

#### 17-18 In-State Budget

	9-month
Tuition	\$4,444
Books/Supplies	\$1,600
Room/Board	\$3,000
Transportation	\$3,456
Personal	\$1,300
Total	\$13,800

#### 17-18 Out-Of-State-Budget

	9 month
Tuition	\$10,280
Books	\$1,600
Transportation	\$3,456
Room/Board	\$3,000
Personal	\$1,300
Total	\$19,636

## Purchase of Tools

All students in curricula requiring the use of hand tools are required to furnish such tools. Specialized tools that would normally be furnished by an employer will be provided by the college.

## Student Field Trips

The instructional philosophy of Wytheville Community College supports the integration of classroom, laboratory, and field experiences. Therefore, learning experiences may be provided at a site other than the campus. Students are responsible for their own transportation to these sites.

## Refunds

Students are eligible for a refund for credit hours dropped during the “drop” period. To be eligible, a student must complete and process an official drop form during this period.

The college publishes in each semester’s class schedule the dates during which a student may be eligible for tuition refunds. Refunds are automatically processed when a scheduled class must be cancelled. No refunds will be considered after the announced date unless the student can document unusual or extenuating circumstances, or in case of an administrative error by the college. Before any consideration can be made, the student must appeal to the Vice President of Instruction and Student Development, and then to the Vice President of Finance and Administration. Refunds will not be authorized after the refund dates and are sent from Tuition Management Systems (TMS) approximately six weeks after classes begin. You may choose your refund method (Prepaid card or direct deposit) from TMS by going to [www.wccchoice.afford.com](http://www.wccchoice.afford.com).

Students are encouraged to use the college’s [Student Information System](#) for dropping a class. If an [official drop form](#) is used, it must be turned in to the Admissions and Records Office in person or by the student’s authorized representative. Financial aid students must also bring the drop form to the Financial Aid Office for signature. The official drop date for a student is the date that the drop form is received by the Admissions and Records Office.

**All entering and returning students receiving Title IV financial aid are subject to the Title IV Return of Funds Policy. A copy of the policy is available [here](#).** Copies of the policies and additional information concerning the policies are available in the Financial Aid Office, Bland Hall, Room 113. Information about [financial aid at WCC](#) is available via the college’s [website](#).

## Refunds, Credits, and Reinstatement Policy as a Result of a National Emergency

### *Tuition and Required Fees*

In the event a student is ordered to active duty (for reservists) or mobilized (active military) as described in the [Code of Virginia, Section 23-9.6:2](#), and he/she requests to be withdrawn from the college after the last day to drop and receive a refund, the student may elect either to be deleted from the registration file and be awarded a full refund or to be administratively withdrawn with no refund and assigned a grade of “W.”

The college shall provide, at the option of the student, for such refunds to be retained and to be applicable to tuition and fees charged in the semester or term in which the student returns to study.

### *Academic Credits and Grades*

Students who are subject to conditions described in [Code](#)

of Virginia, Section 23-9.6:2, should have the opportunity to receive an incomplete grade (“I”) until released from active duty (for reservists) or mobilization (for active duty personnel). All course requirements shall be completed within one year from the date of release from active duty or mobilization.

Students may be given the option of taking their examinations prior to regularly scheduled times.

Careful consideration should be given and special options are advised for students who receive student financial aid or Veterans Administration benefits.

#### *Reinstatement*

Students who are called to active duty or are mobilized shall be assured a reasonable opportunity to be reinstated in the same programs of study without having to reapply for admission if they return to the college within one year of completing service required as a result of the national emergency.

Students who are separated from the college, under conditions in [Code of Virginia, Section 23-9.6:2](#), shall be required to apply for readmission if they do not enroll within one year from the release from active duty (for reservists) or return from mobilization (active military).

### **Suspension of Students for Nonpayment of Tuition, Fees, and Debts Owed the College**

If a student fails to satisfy all due and payable amounts for tuition and fees, college loans, college fines, or other debts, the student may be suspended. No suspended student will be allowed to register in any succeeding semester until all debts owed to the college have been satisfied.

## **Financial Aid**

### **Financial Aid**

Students must apply annually for financial aid by completing the current year FAFSA online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). If the student’s information is selected for verification, additional information will be requested from the student and must be submitted in order for the file to be completed and the student’s eligibility determined. Students’ files are reviewed and awarded on a first-come, first-served basis. Priority dates and deadlines are published on the [Financial Aid page](#) of the WCC website.

### **Satisfactory Academic Progress (SAP)**

WCC’s Satisfactory Academic Progress policy may be accessed online [here](#).

### **Return of Title IV Aid**

When a student withdraws on or before 60% of the class has been completed, federal financial aid regulations

established by the Higher Education Amendments of 1998 require that a portion of the total Title IV funds awarded to the student (Federal Pell Grant, FSEOG, Loans) must be returned. The determination is based on calendar days. WCC must document a student’s withdrawal date and maintain the documentation.

### **Financial Aid Programs Available**

A complete list of Financial Aid programs may be accessed via the Internet by clicking [here](#).

## **Scholarships**

The [WCC Educational Foundation](#) and the [WCC Scholarship Foundation](#) have a number of scholarship endowments which provide awards. In addition, private citizens, businesses and industries, and civic clubs also provide scholarship funds.

The WCC Educational Foundation staff review the applications, and WCC Financial Aid Committee approves the recipients for the scholarships awarded by the foundations. Selected scholarships may be advertised in the service area for first-time students. Unless otherwise noted, financial need is required for selection. In some cases, a scholarship is awarded only after a student has completed one semester of enrollment. Applications are available [online](#) and must be completed for each Fall and Spring semester.

## **Veteran’s Benefits**

Information about veteran’s benefits may be obtained from the Financial Aid Office. To be certified for VA educational benefits, veterans or eligible dependents will be required to furnish certain documents such as discharge records or other VA eligibility forms. Assistance in acquiring, completing, and submitting necessary forms may be obtained from the VA Certifying Official. The college will certify all veterans and dependents eligible for benefits and report enrollments to the VA, provided veterans keep the VA Certifying Official informed of their academic loads. Veterans who have attended other colleges must have official transcripts sent to the Admissions Office prior to certification of eligibility.

### **Tuition Relief for Active Duty Personnel**

As required by Virginia Code Section 23-9.6.2, WCC will provide tuition relief, refund, and reinstatement of students whose active military duty during a time of national emergency has required their sudden withdrawal or prolonged absence from their enrollment.

# Academic Program Information

## Types of Programs

In implementing its mission statement, WCC provides several types of programs, as well as a wide selection of curricular offerings. Each curriculum is designed to meet the general criteria established by the [State Board of Community Colleges](#). At the same time, WCC strives to design each curriculum with emphasis on the needs and opportunities within the college's service region

The State Board for Community Colleges sets minimum standards for conferring appropriate associate degrees, certificates, and diplomas to individuals who satisfactorily complete course and program requirements. The programs that follow are offered by WCC, and the program descriptions reflect the philosophies of both the state governing agencies and the college.

## General Education

The programs in general education at WCC emphasize broad learning that goes beyond job training and skill development. Each degree and certificate program of the college contains prescribed general education courses, including academic courses in the humanities/fine arts, social/behavioral sciences, natural sciences, mathematics, wellness, and communication skills. General education is that portion of the collegiate experience that addresses the knowledge, skills, attitudes, and values characteristic of educated persons. It is unbounded by disciplines and honors the connections among bodies of knowledge.

Wytheville Community College is committed to offering its students programs that encompass the knowledge, skills, and attitudes required by each individual to be more effective as a person, a worker, a consumer, and a citizen. Through a combination of general education courses, specialized courses in the major field, and student development courses, graduates are provided with a collegiate experience that supports the development of the following general education goals.

## Student Learning Outcomes for Each of the General Education Goal Areas

WCC degree graduates will demonstrate competency in the following general education areas:

### 1. Communication

A competent communicator can interact with others using all forms of communication, resulting in understanding and being understood.

Degree graduates will demonstrate the ability to

- 1.1 understand and interpret complex materials;
- 1.2 assimilate, organize, develop, and present an idea formally and informally;
- 1.3 use standard English;
- 1.4 use appropriate verbal and non-verbal responses in interpersonal relations and group discussions;
- 1.5 use listening skills; and
- 1.6 recognize the role of culture in communication.

### 2. Critical Thinking

A competent critical thinker evaluates evidence carefully and applies reasoning to decide what to believe and how to act.

Degree graduates will demonstrate the ability to

- 2.1 discriminate among degrees of credibility, accuracy, and reliability of inferences drawn from given data;
- 2.2 recognize parallels, assumptions, or presuppositions in any given source of information;
- 2.3 evaluate the strengths and relevance of arguments on a particular question or issue;
- 2.4 weigh evidence and decide if generalizations or conclusions based on the given data are warranted;
- 2.5 determine whether certain conclusions or consequences are supported by the information provided; and
- 2.6 use problem-solving skills.

### 3. Cultural and Social Understanding

A culturally and socially competent person possesses an awareness, understanding, and appreciation of the interconnectedness of the social and cultural dimensions within and across local, regional, state, national, and global communities.

Degree graduates will demonstrate the ability to

- 3.1 assess the impact that social institutions have on individuals and culture--past, present, and future;
- 3.2 describe their own as well as others' personal ethical systems and values within social institutions;
- 3.3 recognize the impact that arts and humanities have upon individuals and cultures;
- 3.4 recognize the role of language in social and cultural contexts; and
- 3.5 recognize the interdependence of distinctive world-wide social, economic, geo-political, and cultural systems.

### 4. Information Literacy

A person who is competent in information literacy recognizes



when information is needed and has the ability to locate, evaluate, and use it effectively (adapted from the American Library Association definition).

Degree graduates will demonstrate the ability to

- 4.1 determine the nature and extent of the information needed;
- 4.2 access needed information effectively and efficiently;
- 4.3 evaluate information and its sources critically and incorporate selected information into his or her knowledge base;
- 4.4 use information effectively, individually or as a member of a group, to accomplish a specific purpose; and
- 4.5 understand many of the economic, legal, and social issues surrounding the use of information and access and use information ethically and legally.

## 5. Personal Development

An individual engaged in personal development strives for physical well-being and emotional maturity.

Degree graduates will demonstrate the ability to

- 5.1 develop and/or refine personal wellness goals; and
- 5.2 develop and/or enhance the knowledge, skills, and understanding to make informed academic, social, personal, career, and interpersonal decisions.

## 6. Quantitative Reasoning

A person who is competent in quantitative reasoning possesses the skills and knowledge necessary to apply the use of logic, numbers, and mathematics to deal effectively with common problems and issues. A person who is quantitatively literate can use numerical, geometric, and measurement data and concepts, mathematical skills, and principles of mathematical reasoning to draw logical conclusions and to make well-reasoned decisions.

Degree graduates will demonstrate the ability to

- 6.1 use logical and mathematical reasoning within the context of various disciplines;
- 6.2 interpret and use mathematical formulas;
- 6.3 interpret mathematical models such as graphs, tables and schematics and draw inferences from them;
- 6.4 use graphical, symbolic, and numerical methods to analyze, organize, and interpret data;
- 6.5 estimate and consider answers to mathematical problems in order to determine reasonableness; and
- 6.6 represent mathematical information numerically, symbolically, and visually, using graphs and charts.

## 7. Scientific Reasoning

A person who is competent in scientific reasoning adheres to a self-correcting system of inquiry (the scientific method) and relies on empirical evidence to describe, understand, predict, and control natural phenomena.

Degree graduates will demonstrate the ability to

- 7.1 generate an empirically evidenced and logical argument;
- 7.2 distinguish a scientific argument from a non-scientific argument;
- 7.3 reason by deduction, induction, and analogy;
- 7.4 distinguish between casual and correlational relationships; and
- 7.5 recognize methods of inquiry that lead to scientific knowledge.

## 1. Minimum Requirements for Associate Degrees

**Associate of Arts (AA)**

**Associate of Science (AS)**

**Associate of Arts & Sciences (AA&S)**

**Associate of Applied Science (AAS)**

	Minimum number of Semester Hours Credits			
General Education:	(1) AA	(2) AS	(3) AA&S	(4) AAA/ AAS
Communication <sup>(a)</sup>	6	6	6	3
Humanities/Fine Arts	6	6	6	3
Foreign Language (Intermediate Level)	6	0	0	0
Social/Behavioral Sciences	9	9 <sup>(b)</sup>	9	3 <sup>(c)</sup>
Natural Sciences	7	7	7	0 } 3 <sup>(c)</sup>
Mathematics	6	6 <sup>(d)</sup>	6 <sup>(d)</sup>	0
Personal Development <sup>(e)</sup>	2	2	2	2
<b>Other Requirements for Associate Degrees:</b>				
Major Field Courses and Electives (columns 1-3)	18-21	24-27	24-27	49-53 <sup>(f)</sup>
Occupational/Technical Courses (column 4)	—	—	—	—
<b>Total for Degree<sup>(g)</sup>=</b>	<b>60-63</b>	<b>60-63<sup>(h)</sup></b>	<b>60-63<sup>(h)</sup></b>	<b>65-69<sup>(h)</sup></b>

Notes: The VCCS Policy Manual, Section 2-IV-C, defines general education within the VCCS. Sections 2.7.3, 3.4.10, and 3.5.1 of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Principles of Accreditation specify general education requirements. Colleges must address all SACSCOC requirements, the SCHEV Core Competencies, and the general education goal areas listed in this VCCS Policy Manual.

(a) Must include at least one course in English composition.

(b) Only 6 semester hours of social/behavioral sciences are required for engineering majors who plan to transfer to a baccalaureate degree engineering program that requires 6 or fewer hours in this category, provided that the college/university publishes such requirements in its transfer guide.

- (c) While general education courses other than those designed for transfer may be used to meet portions of these requirements, SACSCOC principles require that general education courses be general in nature and must not "...narrowly focus on those skills, techniques, and procedures peculiar to a particular occupation or profession."
- (d) Only 3 semester hours of mathematics are required for the General Studies major.
- (e) Personal development includes health, physical education, or recreation courses that promote physical and emotional well being and student development courses. Must include at least one student development course.
- (f) AAA/AAS degrees must contain a minimum of 15 semester hours of general education. Students should plan to take at least 30 hours in the major; the remaining hours will be appropriate to the major.
- (g) All college-level course prerequisites must be included in the total credits required for each program.
- (h) Credit range for engineering programs is 60-72 semester hour credits. Credit range for AAA/AAS programs is 65-69, including nursing. For other programs in the Health Technologies, the range is 65-72 semester hour credits.

## 2. Information Literacy Statement

Upon graduation from a degree program, all students will be able to (1) determine the nature and extent of the information needed; (2) access needed information effectively and efficiently; (3) evaluate information and its sources critically and incorporate selected information into his or her knowledge base; (4) use information effectively, individually or as a member of a group, to accomplish a specific purpose; and (5) understand many of the economic, legal, and social issues surrounding the use of information and access and use information ethically and legally.

## 3. Assessment

Curricular students are required to complete tests, such as the Virginia Placement Test (VPT) to determine entry level placement into reading, writing, and math classes. Additionally, students may be required to participate in one or more tests, projects, or other academic activities designed to measure general education achievement and/or achievement in selected major areas prior to graduation. These tests are designed to evaluate programs. Program assessment test results will remain confidential and will be used for the sole purpose of college improvement. Students may have access to their own test scores upon request.

## 4. Student Outcomes Assessment

The college uses a variety of assessment activities to ensure that its educational programs achieve their stated purposes.

Entering freshmen, candidates for graduation, and

graduates are assessed through standardized and nationally-normed instruments, in-house developed tests, exit interview questionnaires, and employer surveys.

The assessment process focuses on the following four areas: basic skills testing for English and mathematics placement, the student's progress in the major, an assessment of the general education component among transfer curricula, and follow-up studies on alumni, dual-enrollment students, off-campus centers, transfer students, and area employers.

## College Transfer Programs

The college transfer programs include first- and second-year courses in arts and sciences and pre-professional courses that transfer to four-year colleges and universities. A number of four-year degree programs are available on the campus of Wytheville Community College, including [Old Dominion University](#) and [Lindsey Wilson College](#).

**Associate of Arts and Sciences Degree Programs** are designed with two primary goals in mind: (1) to offer the student a widely accepted program of general preparation for upper-division work in her or her chosen professional field, stressing a balance of required courses common to most baccalaureate degree programs; and (2) to offer maximum flexibility so that the student may select specific courses that may be required at the college or university to which transfer is contemplated.

### College Transfer Programs

#### **Associate of Arts & Sciences (AA&S)**

[Business Administration](#)

[Education](#)

[General Studies](#)

[Communication/Media Studies Specialization](#)

[Community & Provider Services Specialization](#)

[Developmental Disabilities Specialization](#)

[Human Services Specialization](#)

[Substance Abuse Specialization](#)

[Liberal Arts](#)

[Science](#)

[Computer Science Specialization](#)

[Engineering Specialization](#)

[Mathematics Specialization](#)

#### **Certificate (C)**

[General Education](#)

## Career & Technical Education Programs

The career and technical education programs are designed to meet the increasing demands for technicians, paraprofessional workers, and skilled craftsmen for employment in industry, business, the professions, and government. These programs serve as initial training for students preparing to enter the job market for the first time, as a supplement to work experience for persons who are preparing for advancement in their present lines of work, or as retraining for persons who must develop new skills for the present job market.

To meet these goals, Citizens Advisory Committees provide, in partnership with industry and the community, information and advice to enable continuous updating of curricula, course content, technology, and faculty knowledge of current industry practices. Preparation for successful employment may encompass many aspects of education that extend beyond the classroom, such as cooperative education and internships that are conducive to success in the workplace.

**Associate of Applied Science Degree programs** are designed primarily to prepare the student for employment immediately upon graduation from the community college. Thus, these programs contain a large number of specialized courses.

Wytheville Community College offers career studies certificates that can be completed in one year or one semester, two-year diploma, and one-year certificate programs for those students interested in immediate employment in selected occupational fields. The student's program is designed to facilitate transition into an appropriate AAS degree program at a later date. Students interested in such options should plan their programs carefully with their advisors and counselors at WCC.

## Career and Technical Studies

### Associate of Applied Science (AAS)

Accounting  
 Administrative Support Technology  
     *Health Information Management Specialization*  
     *Legal Assistant Specialization*  
 Business Management and Leadership  
 Clerical Studies  
 Corrections Science  
 Cybersecurity  
 Dental Hygiene  
 EMS--Paramedics  
     (offered in partnership with Southwest Virginia  
 Community College)  
 Information Systems Technology  
     *Networking Systems Technology Specialization*  
     *Cybersecurity Specialization*  
 Machine Technology

Medical Laboratory Technology

Nursing

Physical Therapist Assistant

Police Science

Respiratory Technology (offered in partnership with J. Sargeant Reynolds Community College)

### Diploma (D)

Construction Technology

    Alternative Energy Systems Track

    Carpentry Track

    Electrical Track

    Heating, Ventilation, and Air Conditioning (HVAC)  
 Track

    Plumbing Track

### Certificate (C)

Clerical Studies

Corrections

Law Enforcement

Machine Tool Operations

Medical Office Clerk

Practical Nursing

### Career Studies Certificate (CSC)

Carpentry

Clerical Assistant

Cybersecurity

Dental Assisting

Electrical

EMT-Paramedic (Intermediate)

EMT-Intermediate to Paramedic Bridge

File Clerk

Health Sciences

Heating, Ventilation, and Air Conditioning (HVAC)

Legal Assisting

Machining

Medical Coding

Medical Records Clerk

Medical Transcriptionist

Networking

Pharmacy Technician

Phlebotomy

Plumbing

Public Health

Solar Installer

Substance Abuse

Truck Driving

Web Design and Office Applications

## Developmental Courses

Developmental courses do not fulfill degree requirements. They are designed to help students build the foundation needed to succeed in college-level courses.

The developmental courses at WCC provide supplementary and compensatory learning experiences that are directly related to curricular or subject areas. These courses assist individuals in developing both basic study skills and subject knowledge necessary to succeed in their college programs.

Increasing numbers of students are continuing, extending, or updating their educational experience in areas of occupational-technical skills and in traditional academic areas. With this growth, WCC assumes the responsibility to support and enhance each student's opportunity and potential for success through the developmental studies courses and through a continued commitment to serve the educational needs of the service region.

## Cooperative Education

Co-op/internship students are employed part-time at work experience sites in positions related to their future career goals. The typical work week is 10-25 hours, depending upon the number of credits to be earned. It is preferred that students take advantage of the Internship Program (without pay) while working at non-profit entities. Experiential learning, combined with classroom theory, enhances the development and professional preparation of the co-op/internship student.

## Workforce Development - Continuing Education and Community Services

### Workforce Development

#### Employer Training Services

The Workforce Development Staff will work with private and public sector employers to design innovative programs that will meet the specific training needs of each organization. Most often the training is the result of a needs assessment completed in cooperation with management and employees. The Office of Workforce Development will provide training at the work site, on the WCC Main Campus or at Regional Sites and will tailor the class schedule to accommodate the demands of work schedules. For more information, see the WCC web site at <http://www.wcc.vccs.edu/workforce>.

#### Manufacturing Technology Center

The [Manufacturing Technology Center](#) (MTC) is

a catalyst for enhancing competitiveness, increasing profitability, and improving economic opportunity for Southwestern Virginia's Industry. It is responsive to the needs of manufacturers, helps them manage change, and promotes a progressive industrial image. The center accomplishes its mission by providing direct assistance, demonstration projects, and consultation services.

The MTC is a consortium of the five community colleges of Southwestern Virginia: Mountain Empire, New River, Southwest Virginia, Virginia Highlands, and Wytheville. The center is advised by an Advisory Board made up of industry leaders, economic development and agency representatives, and the presidents of the consortium community colleges.

## Continuing Education

Wytheville Community College realizes that education is a continuing lifelong process. All individuals in the college's service region need the opportunity to develop and increase their knowledge in their personal, community and work environments. Continuing Education is the outreach arm of the college dedicated to meeting the ongoing educational needs of the community.

## Community Services

### College Facilities and Services

The facilities and personnel of the college are available to provide specialized services to help meet the cultural and educational needs of the region served by Wytheville Community College. Some of the community services available through the college are:

- Continuing Adult Education
- Speakers for Local Organizations
- Workshops and Seminars
- Community Research and Development Projects
- Academic and Career Counseling
- Career Development Services

Campus facilities are also available for use by community organizations and individuals.

- [Library](#)
- [Exhibits](#)
- [Athletic Fields and Tennis Courts](#)

The college has developed [specific policies and procedures](#) which govern the use of its facilities.

### Regional Programming

The college makes educational opportunities available



to everyone in the service region through its program of regional classes. Each semester, numerous credit courses are scheduled at a variety of locations throughout the service region.

These programs allow individuals to take classes in their home communities without having the added expense of traveling to the main campus in Wytheville. WCC offers off-campus classes at the Crossroads Institute in Galax and the Summit Center for Higher Education in Marion.

## Transfer Electives

The social/behavioral sciences elective requirement can be satisfied by courses with the following prefixes: ECO, GEO, PLS, HIS, PSY, and SOC. Please see Table 1.

The humanities elective requirement can be satisfied by completing literature (ENG), humanities (HUM), philosophy (PHI), art (ART), music (MUS), speech courses addressing performing arts or the history of theatre (CST) and religion courses (REL). ENG 112, CST 100, CST 105, CST 110 and CST 115 may not be used to satisfy humanities electives requirements. Please see Table 3.

The literature elective requirement can be satisfied by any 200-level English literature course, exclusive of composition and creative writing courses. Please see table 2.

Students should consult with their academic advisors to determine the most appropriate electives for their intended transfer institutions and majors.

**Table 1: Social Science General Electives**

ECO	201, 202	Principles of Economics I-II
GEO	200	Introduction to Physical Geography
GEO	210	People and the Land: An Intro to Cultural Geography
GEO	220	World Regional Geography
GEO	230	Political Geography
HIS	101, 102	History of Western Civilization I-II
HIS	111, 112	History of World Civilization I-II
HIS	121, 122	United States History I-II
PLS	211, 212	U.S. Government I-II
PSY	200	Principles of Psychology
PSY	215	Abnormal Psychology
PSY	216	Social Psychology
PSY	225	Theories of Personality
PSY	230	Developmental Psychology
PSY	231, 232	Life Span Human Development I-II
PSY	235	Child Psychology
PSY	270	Psychology of Human Sexuality
SOC	200	Principles of Sociology
SOC	210	Survey of Physical & Cultural Anthropology

SOC	215	Sociology of the Family
SOC	225	Gender and Sex Roles
SOC	236	Criminology
SOC	245	Sociology of Aging
SOC	246	Death and Society
SOC	247	Sociology of Death and Dying
SOC	250	Sociology of Sport
SOC	268	Social Problems

**Table 2: Literature General Electives**

ENG	241, 242	Survey of American Literature I-II
ENG	243, 244	Survey of English Literature I-II
ENG	250	Children's Literature

**Table 3: Humanities General Electives**

All courses in Table 2:		Literature General Electives
ART	101, 102	History and Appreciation of Art I-II
ART	111, 112	Introduction to the Arts I-II
ART	150	History of Film and Animation
CST	151	Film Appreciation I
HUM	100	Survey of the Humanities
HUM	153	Introduction to Appalachian Studies
HUM	260	Survey of Twentieth Century Culture
MUS	101, 102	Basic Musicianship I-II
MUS	111, 112	Music Theory I-II
MUS	121, 122	Music Appreciation I-II
PHI	101	Introduction to Philosophy I
PHI	220	Ethics
PHI	265	Philosophy of Religion
REL	200	Survey of the Old Testament
REL	210	Survey of the New Testament
REL	230	Religions of the World
REL	235	Major Religious Thinkers
REL	247	History of Christianity

**Table 4: Science General Electives**

BIO	101, 102	General Biology I-II
CHM	101, 102	General Chemistry I-II
CHM	111, 112	College Chemistry I-II
GOL	105	Physical Geology
GOL	106	Historical Geology
PHY	101, 102	Introduction to Physics I-II
PHY	201, 202	General College Physics I-II
PHY	231, 232	General University Physics I-II
PHY	241, 242	University Physics I-II

**Table 5: Math General Electives**

MTH	151, 152	Mathematics for the Liberal Arts I-II
MTH	154	Quantative Reasoning

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MTH	155	Statistical Reasoning
MTH	157	Elementary Statistics
MTH	161, 162	Pre-Calculus Mathematics I-II
MTH	167	Pre-Calculus with Trigonometry
MTH	240	Statistics
MTH	245/246	Statistics I-II
MTH	263/264	Calculus I-II
MTH	261	Applied Calculus I
MTH	262	Applied Calculus II
MTH	265	Calculus III
MTH	266	Linear Algebra
MTH	267	Differential Equations
MTH	286	Discrete Mathematics

### Table 6: Transfer Electives

All courses in Table 1: Social Science General Electives		
All courses in Table 2: Literature General Electives		
All courses in Table 3: Humanities General Electives		
All courses in Table 4: Science General Electives		
All courses in Table 5: Math General Electives		
ACC	211, 212	Principles of Accounting I-II
BIO	141	Human Anatomy and Physiology I
BIO	142	Human Anatomy and Physiology II
BIO	150	Introductory Microbiology
BUS	100	Introduction to Business
BUS	241	Business Law I
CSC	200	Intro to Computer Science
CSC	201	Computer Science I
CSC	202	Computer Science II
EDU	200	Introduction to Teaching as a Profession
ENG	211, 212	Creative Writing I-II
HIS	205	Local History
HIS	269	Civil War and Reconstruction
NAS	150	Human Biology

# Academic Program Offerings

## College Transfer

### Business Administration

**Degree:** Associate of Arts and Sciences with a major in Business Administration

**Length:** Four-semester (two-year) program

**Purpose:** The Associate of Arts and Sciences Degree curriculum in Business Administration is designed for persons who plan to transfer to a four-year college or university to complete a baccalaureate degree program in business administration.

**Admission Requirements:** In addition to the admission requirements established for the college, entry into the Business Administration program requires competency in English and [Math Essentials](#) MTE 1-9 as demonstrated through the placement and diagnostic tests, or by satisfactorily completing the required MTE units or equivalent.

**Program Admission Requirements:** Students are urged to become acquainted with the requirements of the major department in the college or university to which transfer is contemplated and also to consult with the Student Services Office of the community college in planning their program and selecting electives. Note the [guaranteed admission and articulation agreements](#) referenced on page 15 apply only to students who complete the Associate Degree.

The following list is a suggested sequence in which students may plan their class schedules to ensure graduation in two years.

Course Number	Course Title	Lect. Hrs.	Lab Hrs.	Course Cr.
First Semester				
BUS 100	Introduction to Business	3	0	3
Elective <sup>1</sup>	Lab Science	3	3	4
ENG 111	College Composition I	3	0	3
MTH 161	Pre-Calculus I	3	0	3
SDV 100	College Success Skills	1	0	1
Suggested Credits & Hours for Semester		13	3	14

#### Second Semester

ENG 112	College Composition II	3	0	3
Elective <sup>1</sup>	Lab Science	3	3	4
MTH 261	Applied Calculus I	3	0	3
Elective <sup>2</sup>	Social Science	3	0	3
Elective <sup>3</sup>	Humanities/Fine Arts	3	0	3
Suggested Credits & Hours for Semester		15	3	16

#### Third Semester

ACC 211	Principles of Accounting I	4	0	4
ECO 201	Principles of Macroeconomics	3	0	3
Elective <sup>4</sup>	Health or Physical Education	2	0	2
Elective <sup>5</sup>	Information Technology	3	0	3
MTH 240 <sup>6</sup>	Statistics	3	0	3
Suggested Credits & Hours for Semester		15	0	15

#### Fourth Semester

ACC 212	Principles of Accounting II	4	0	4
ECO 202	Principles of Microeconomics	3	0	3
Elective <sup>3</sup>	Humanities/Fine Arts	3	0	3
CST 110	Introduction to Communication	3	0	3
Elective <sup>7</sup>	Transfer Elective	3	0	3
Suggested Credits & Hours for Semester		16	0	16

**Total Minimum Credits Required for this Curriculum.....61**

<sup>1</sup>Courses may be chosen from the Science General Electives.

<sup>2</sup>Courses may be chosen from the Social Science General Electives.

<sup>3</sup>Courses may be chosen from the Humanities General Electives.

<sup>4</sup>Health 143 does not meet HLT/PED degree requirement.

<sup>5</sup>Student may choose from the following: ITE 115 or ITE 119.

<sup>6</sup>Students may choose BUS 216.

<sup>7</sup>MTH 262 required for students planning to attend Virginia Tech or transfer advisor recommendation.

**\*Requirements of four-year institutions may vary. Students should consult a counselor or their academic advisor to select electives that will satisfy baccalaureate major requirements. In addition, they should confirm with the college or university to which they plan to transfer that they will receive credit at the four-year institution.**

## Education

**Degree:** Associate of Arts and Sciences with a major in Education

**Length:** Four-semester (two-year) program

**Purpose:** The Associate of Arts and Sciences Degree in Education is designed for persons who plan to transfer to a four-year college or university to complete a baccalaureate degree preparing them to teach at the

## Wytheville Community College

elementary or middle-school levels.

**Admission Requirements:** In addition to the admission requirements established for the college, entry into the Education program requires competency in English and Math Essentials MTE 1-5

**Program Requirements:** The Associate of Arts and Sciences program in Education is designed for persons who plan to transfer to a four-year college or university to complete a baccalaureate degree program that leads to teacher licensure. This program requires competency in English and Math Essentials MTE 1-5 as demonstrated through the placement and diagnostic tests, or by satisfactorily completing the required MTE units or equivalent. It is designed to meet General Education requirements for transfer to a 4-year college or university. Students are urged to become acquainted with the requirements of the teacher education program at the college or university to which transfer is contemplated and to regularly consult with his/her community college advisor in planning their program and selecting electives. Students should successfully complete all community college courses meeting the grade requirement of "C." Note the guaranteed admission and articulation agreements referenced on page 15 apply only to students who complete the Associate Degree.

The following list is a suggested sequence in which students may plan their class schedules to ensure graduation in two years.

Course Number	Course Title	Lect. Hrs.	Lab Hrs.	Course Cr.
<b>First Semester</b>				
ENG 111	College Composition I	3	0	3
HIS 121/122	U.S. History	3	0	3
MTH 151 <sup>1</sup>	Math for Liberal Arts	3	0	3
SDV 101	Orientation to Teaching	1	0	1
Elective <sup>2</sup>	Lab Science	3	3	4
Suggested Credits & Hours for Semester		13	3	14

### Second Semester

ENG 112	College Composition II	3	0	3
ECO 201	Principles of Macroeconomics	3	0	3
MTH 152 <sup>1</sup>	Math for Liberal Arts II	3	0	3
Elective <sup>2</sup>	Lab Science	3	3	4
Elective <sup>3</sup>	Humanities	3	0	3
Suggested Credits & Hours for Semester		15	3	16

### Third Semester

CST 110	Intro. to Communication	3	0	3
HIS 101/102	History of Western Civ.	3	0	3
EDU 200	Intro to Teaching as Profes	3	0	3

Elective <sup>4</sup>	Literature	3	0	3
Elective <sup>5</sup>	Transfer Elective	3	0	3
Suggested Credits & Hours for Semester		15	0	15

### Fourth Semester

HLT/PED	Health or Physical Edu	1	0	1
PLS 211/212	US Government	3	0	3
GEO 210/220	Cultural/ World Geography	3	0	3
ITE 115	Intro to Computer Apps.	3	0	3
Elective <sup>4</sup>	Literature	3	0	3
Elective <sup>5</sup>	Transfer Elective	3	0	3
Suggested Credits & Hours for Semester		16	0	16

### Total Minimum Credits Required for this Curriculum .....61

<sup>1</sup>Students are advised to take either MTH 151 & 152 or 157. Math may be chosen from Math General Electives in the WCC Catalog.

<sup>2</sup>Courses may be chosen from the following: BIO 101, 102 or CHM 111, 112. Courses may be selected from Science General Electives in the WCC catalog. Check with WCC advisor or transfer intuition advisor.

<sup>3</sup>Courses may be chosen from the Transfer Humanities Electives. ART 101 and/or PHI 101 or 220 recommended. Check with WCC advisor or transfer institution advisor.

<sup>4</sup>Courses may be chosen from the Literature Transfer Electives.

<sup>5</sup>Transfer courses may be chosen from the Transfer Electives. For General Education certificate completion, select from Humanities General Electives. Check with WCC advisor or transfer institution advisor.

\*Requirements of four-year institutions may vary. Students should consult a counselor or their academic advisor to select electives that will satisfy baccalaureate major requirements. In addition, they should confirm with the college or university to which they plan to transfer that they will receive credit at the four-year institution.

## General Education

**Degree:** General Education Certificate

**Length:** Two semester (one year) program

**Purpose:** The General Education Certificate is to recognize the accomplishment of a significant cohort of courses required for those pursuing the Associate of Arts and Sciences degree with a major in General Studies. The intent is for those who are enrolled in dual credit programs with the school divisions in our service region we partner with to be recognized for the accomplishment of a significant step toward acquiring this AA&S degree. It also allows the college to award recognition to those students who start at a community college with the expressed intent to matriculate to a senior baccalaureate degree awarding institution of higher education. They often do so prior to completion of the full two-year program and this certificate validates they significant



work toward that personal and academic goal.

**Admission Requirements:** In addition to the admission requirements established for the college, entry into the General Education Certificate program requires competency in English and [Math Essentials](#) MTE 1-5 as demonstrated through the placement and diagnostic tests, or by satisfactorily completing the required MTE units or equivalent.

**Program Requirements:** Students are urged to become acquainted with the requirements of the major department in the college or university to which transfer is contemplated and also to consult with their academic advisor and/or Student Services Office of the community college in planning their program and selecting electives. Note the [guaranteed admission and articulation agreements](#) referenced on page 15 apply only to students who complete the Associate Degree.

The following list is a suggested sequence in which students may plan their class schedules to ensure graduation in one year.

Course Number	Course Title	Lect. Hrs.	Lab Hrs.	Course Cr.
<b>First Semester</b>				
ENG 111	College Composition I	3	0	3
SDV 100	College Success Skills	1	0	1
Elective <sup>1</sup>	Humanities/Fine Arts	3	0	3
Elective <sup>2</sup>	Lab Science	3	3	4
Elective <sup>3</sup>	Mathematics	3	0	3
Elective <sup>4</sup>	Social/Behavioral Science	3	0	3
Suggested Credits & Hours for Semester		16	3	17
<b>Second Semester</b>				
Elective <sup>5</sup>	Communication	3	0	3
Elective <sup>1</sup>	Humanities/Fine Arts	3	0	3
Elective <sup>2</sup>	Lab Science	3	3	4
Elective <sup>4</sup>	Social Science	3	0	3
Elective <sup>4</sup>	Social Science	3	0	3
Suggested Credits & Hours for Semester		15	3	16
<b>Total</b>		<b>31</b>	<b>6</b>	<b>33</b>

*NOTE: Students planning to complete AA&S degrees should consult the WCC catalog or their academic advisor to choose electives that are appropriate to their curriculum.*

<sup>1</sup>Courses may be chosen from the Transfer Humanities Electives.

<sup>2</sup>Courses may be chosen from the [Science General Electives](#).

<sup>3</sup>Students may choose [MTH 151](#) or any higher numbered mathematics course. Courses may be chosen from the [Math General Electives](#).

<sup>4</sup>Courses may be chosen from the [Social Science General Electives](#).

<sup>5</sup>Three credits of transfer communication are required and can be chosen from [ENG 112](#) or [CST 110](#).

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## General Studies

**Degree:** Associate of Arts and Sciences with a major in General Studies

**Length:** Four-semester (two-year) program

**Purpose:** The Associate of Arts and Sciences Degree program in General Studies is designed specifically for those students who wish to transfer to a four-year college or university but who may be uncertain about a specific major.

**Program Requirements:** In addition to the admission requirements established for the college, completion of General Studies program requires competency in English and Math Essentials MTE 1-5 as demonstrated through the placement and diagnostic tests, or by satisfactorily completing the required MTE units or equivalent.

Students are urged to become acquainted with the requirements of the major department in the college or university to which transfer is contemplated and also to consult with the Student Services Office of the community college in planning their program and selecting electives. Note the guaranteed admission and articulation agreements referenced on page 15 apply only to students who complete the Associate Degree.

The following list is a suggested sequence in which students may plan their class schedules to ensure graduation in two years.

Course Number	Course Title	Lect. Hrs.	Lab Hrs.	Course Cr.
<b>First Semester</b>				
ENG 111	College Composition I	3	0	3
MTH <sup>1</sup>	Transfer Math	3	0	3
SDV 100	College Success Skills	1	0	1
Elective <sup>2</sup>	Lab Science	3	3	4
Elective <sup>3</sup>	Social Science	3	0	3
Suggested Credits & Hours for Semester		13	3	14
<b>Second Semester</b>				
ENG 112	College Composition II	3	0	3
MTH <sup>1</sup>	Transfer Math	3	0	3

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Elective <sup>2</sup>	Lab Science	3	3	4
Elective <sup>3</sup>	Social Science	3	0	3
Elective <sup>8</sup>	Humanities/Fine Arts	3	0	3
Suggested Credits & Hours for Semester		15	3	16

### Third Semester

Elective <sup>5</sup>	Literature	3	0	3
ITE 115	Introduction to Computer Applications & Concepts	3	0	3
CST 110	Intro. to Communication	3	0	3
Elective <sup>6</sup>	Transfer Elective	3	0	3
HLT/PED <sup>7</sup>	Health or Phys Ed.	1	0	1
Elective <sup>4</sup>	History	3	0	3
Suggested Credits & Hours for Semester		16	0	16

### Fourth Semester

Elective <sup>5</sup>	Literature	3	0	3
Elective <sup>3</sup>	Social Science	3	0	3
Elective <sup>3</sup>	Social Science	3	0	3
Elective	Transfer Elective	3	0	3
Elective <sup>4</sup>	History	3	0	3
Suggested Credits & Hours for Semester		15	0	15

Total Minimum Credits Required for this Curriculum.....61

<sup>1</sup>Students may substitute a higher level math. Courses may be chosen from the Math General Electives.

<sup>2</sup>Courses may be chosen from the Science General Electives.

<sup>3</sup>Courses may be chosen from the Social Science General Electives.

<sup>4</sup>Six credits of transfer History electives are required and can be chosen from HIS 101, 102, HIS 11, 112, HIS 121, 122.

<sup>5</sup>Courses may be chosen from the Literature General Electives.

<sup>6</sup>Courses may be chosen from the Transfer Electives.

<sup>7</sup>Students may choose a health, physical education, or recreation course that promotes physical & emotional well-being.

<sup>8</sup>Courses may be chosen from the Transfer Humanities Electives.

*\*Requirements of four-year institutions may vary. Students should consult a counselor or their academic advisor to select electives that will satisfy baccalaureate major requirements. In addition, they should confirm with the college or university to which they plan to transfer that they will receive credit at the four-year institution.*

## General Studies

### Human Services Specialization

**Degree:** Associate of Arts and Sciences with a major in General Studies and a specialization in Human Services  
Length: Four-semester (two-year) program

**Purpose:** Human Services course work prepares students for entry-level positions in the human services field or transfer to a bachelor degree program. Through courses and a field placement in agencies, students develop skills and knowledge in working with people with physical and psychiatric disabilities, adolescents, the aged, the substance abuser, and the child or adult

in crisis.

**Program Requirements:** In addition to the admission requirements established for the college, entry into the General Studies Human Services Specialization program requires competency in English and Math Essentials MTE 1-5 as demonstrated through the placement and diagnostic tests, or by satisfactorily completing the required MTE units or equivalent.

**Articulation Options:** The ancillary benefit of this AAS degree in Human Services at WCC are the articulation agreements the college has with senior institutions that award baccalaureate degrees in the Human Services field.

**Occupational Objectives:** Employment opportunities for graduates in Human Services include staff positions in hospitals, mental health clinics, group homes, training centers and community service agencies. Graduates may transfer to a four-year college or university for bachelor degrees in fields such as social work, psychology, special education, counseling, and human services.

**Internship Requirements:** Admission to HMS 290 (Coordinated Internship) is selective and must be approved by the internship coordinator. Eligibility is based on the following criteria: minimum GPA of 2.0, completion of course prerequisites (HMS 100, HMS 121, HMS 122), faculty recommendation, expected graduation date, and any relevant internship site requirements. Arrangements for the internship placement are made the semester prior to the one in which the student actually takes the class.

The following list is a suggested sequence in which students may plan their class schedules to ensure graduation in two years.

Course Number	Course Title	Lect. Hrs.	Lab Hrs.	Course Cr.
<b>First Semester</b>				
ENG 111	College Composition I	3	0	3
HMS 100	Intro to Human Services	3	0	3
SDV 100	College Success Skills	1	0	1
Elective <sup>2</sup>	Lab Science	3	1	4
Elective <sup>3</sup>	Social Science/History	3	0	3
Suggested Credits & Hours for Semester		13	1	14

### Second Semester

ENG 112	College Composition II	3	0	3
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HMS 228	Productive Problem Solving	3	0	3
MTH 157 <sup>4</sup>	Elementary Statistics	3	0	3
Elective <sup>2</sup>	Lab Science	3	1	4
Elective <sup>3</sup>	Social Science/History	3	0	3
Suggested Credits & Hours for Semester		15	1	16

**Third Semester**

CST 110	Intro. to Communication	3	0	3
HMS 121	Basic Counseling Skills I	3	0	3
ITE 115	Introduction to Computer Applications & Concepts	3	0	3
Elective <sup>3</sup>	Social Science	3	0	3
Elective <sup>3</sup>	Social Science	3	0	3
Suggested Credits & Hours for Semester		15	0	15

**Fourth Semester**

HLT/PED <sup>5</sup>	HLT 110 or 160	1	0	1
HMS 122	Basic Counseling Skills II	3	0	3
HMS 290	Coordinated Internship	3	0	3
Elective <sup>1</sup>	Humanities	3	0	3
Elective <sup>1</sup>	Humanities	3	0	3
Elective <sup>3</sup>	Social Science	3	0	3
Suggested Credits & Hours for Semester		16	0	16

Total Minimum Credits Required for this Curriculum.....61

<sup>1</sup>Courses may be chosen from the Transfer Humanities Electives.

<sup>2</sup>Courses may be chosen from the Science General Electives.

<sup>3</sup>Courses may be chosen from the Social Science General Electives.

<sup>4</sup>Students may substitute MTH 152. Check with your advisor.

<sup>5</sup>Students may choose a health, physical education, or recreation course that promotes physical & emotional well-being.

## General Studies

### Communication/Media Studies Specialization

**\*\*Program pending SACSCOC approval\*\***

**Degree:** Associate of Arts and Sciences in General Studies with a Specialization in Communication/Media Studies

**Length:** Four-semester (two-year) program

**Purpose:** The Associate of Arts and Sciences Degree program in General Studies with the Communication/Media Studies specialization is designed specifically for those students who wish to transfer to a four-year college or university and have an interest in either a major or minor in a communication or media studies area.

**Program Requirements:** In addition to the admission requirements established for the college, completion of General Studies program requires competency in English and Math Essentials MTE 1-5 as demonstrated through the placement and diagnostic tests, or by satisfactorily

completing the required MTE units or equivalent.

Students are urged to become acquainted with the requirements of the major department in the college or university to which transfer is contemplated and also to consult with the Student Services Office of the community college in planning their program and selecting electives. Note the guaranteed admission and articulation agreements referenced on page 15 apply only to students who complete the Associate Degree.

The following list is a suggested sequence in which students may plan their class schedules to ensure graduation in two years.

Course Number	Lect. Course Title	Lab Hrs.	Course Hrs.	Cr.
<b>First Semester</b>				
ENG 111	College Composition I	3	0	3
MTH <sup>7</sup>	Transfer Math	3	0	3
SDV 100	College Success Skills	1	0	1
Elective <sup>5</sup>	Lab Science	3	1	4
Elective <sup>1</sup>	Social Science	3	0	3
Suggested Credits & Hours for Semester		13	1	14

**Second Semester**

ENG 112 <sup>2</sup>	College Composition II	3	0	3
MTH <sup>7</sup>	Transfer Math	3	0	3
Elective <sup>5</sup>	Lab Science	3	1	4
Elective <sup>1</sup>	Social Science	3	0	3
HUM 260	Survey of Twentieth-Century Culture	3	0	3
Suggested Credits & Hours for Semester		15	3	16

**Third Semester**

Elective <sup>3</sup>	Literature	3	0	3
ITE 115	Introduction to Computer Applications & Concepts	3	0	3
CST 100	Princ Public Speaking	3	0	3
CST 111	Voice & Diction	3	0	3
Elective <sup>6</sup>	History	3	0	3
HLT/PE <sup>4</sup>	Health P.E.	1		1
Suggested Credits & Hours for Semester		15	0	16

**Fourth Semester**

Elective <sup>3</sup>	Literature	3	0	3
Elective <sup>1</sup>	Social Science	3	0	3
Elective <sup>1</sup>	Social Science	3	0	3
CST 126	Interpersonal Comm	3	0	3
Elective <sup>6</sup>	History	3	0	3
Suggested Credits & Hours for Semester		15	0	15

Total Minimum Credits Required for this Curriculum.....61

<sup>1</sup>Courses may be chosen from the Social Science Electives in WCC catalog. Check with WCC advisor or transfer institution advisor. SOC 200 and PSY 200 are recommended for two.

<sup>2</sup>Communications/Media Studies students will be required to complete a minimum of one Journalistic assignment

<sup>3</sup>Six credits of transfer Literature electives are required and can be chosen from ENG 241, 242, 243, 244.

<sup>4</sup>HLT 143 does not meet HLT/PED degree requirement.

<sup>5</sup>Suggested courses: BIO 101, 102 or CHM 111, 112. Courses may be selected from Science General Electives in WCC catalog. Check with WCC advisor or transfer institution advisor.

<sup>6</sup>Courses may be chosen from HIS 101, 102, 121, 122

<sup>7</sup>Courses may be chosen from any of the MTH transfer courses.

*\*Requirements of four-year institutions may vary. Students should consult a counselor or their academic advisor to select electives that will satisfy baccalaureate major requirements. In addition, they should confirm with the college or university to which they plan to transfer that they will receive credit at the four-year institution.*

**\*Program will be offered pending SACSCOC approval**

## General Studies

### Community & Provider Services Specialization

**Degree:** Associate of Arts and Sciences with a major in General Studies and a specialization in Community and Provider Services

**Development Length:** Four-semester (two-year) program

**Purpose:** Students will take courses from a variety of disciplines. Emphasis in core courses is placed on development of relevant knowledge, skills and attitudes in supporting those with mental illness and intellectual deficits. Fieldwork experience will provide opportunities for application of knowledge and skills learned in the classroom. Graduates should qualify for positions in mental health, social services, rehabilitation, and educational agencies that provide services and support to individuals with behavioral and intellectual disabilities within a community or institutional setting.

**Occupational Objectives:** This degree will prepare current licensed providers and students who wish to become licensed providers with essential knowledge to support people with all types of disabilities under the new waiver program. Students with this degree will be prepared to meet the training requirements to support people with disabilities in most levels of the new waiver redesign. Courses delivers to providers needed knowledge to supervise support workers in their

program. These disabilities studied include individuals diagnosed with Intellectual Disabilities, Autism, and Dually Diagnosed individuals with co-morbid disabilities. Also a course in positive behavior support techniques is part of this program. Course emphasis is not only on disabilities, but also on documentation, writing and communication skills, which are necessary to become a licensed provider in VA.

**Program Requirements:** In addition to the admission requirements established for the college, entry into the General Studies, Community and Provider Specialization program requires competency in English and Math Essentials MTE 1-5 as demonstrated through the placement and diagnostic tests, or by satisfactorily completing the required MTE units or equivalent.

**Internship Requirements:** Admission to HMS 290 (Coordinated Internship) is selective and must be approved by the internship coordinator. Eligibility is based on the following criteria: minimum GPA of 2.0, completion of course prerequisites (MEN 101, MEN 110, MEN 121) faculty recommendation, expected graduation date, and any relevant internship site requirements. Arrangements for the internship placement are made the semester prior to the one in which the student actually takes the class.

The following list is a suggested sequence in which students may plan their class schedules to ensure graduation in two years.

Course Number	Course Title	Hrs.	Hrs.	Cr.
<b>First Semester</b>				
ENG 111	College Composition I	3	0	3
HMS 100	Intro to Human Services	3	0	3
SDV 100	College Success Skills	1	0	1
Elective <sup>2</sup>	Lab Science	3	1	4
Elective <sup>3</sup>	Social Science/History	3	0	3
Suggested Credits & Hours for Semester		13	1	14

<b>Second Semester</b>				
ENG 112	College Composition II	3	0	3
MEN 101	Mental Health Skills Trng	3	0	3
MTH 157 <sup>4</sup>	Elementary Statistics	3	0	3
Elective <sup>2</sup>	Lab Science	3	1	4
Elective <sup>3</sup>	Social Science/History	3	0	3
Suggested Credits & Hours for Semester		15	1	16

<b>Third Semester</b>				
CST 110	Intro. to Communication	3	0	3
MEN 195	Topic in Pharmacology & Drug Abuse	3	0	3



ITE 115	Introduction to Computer Applications & Concepts	3	0	3
Elective <sup>3</sup>	Social Science	3	0	3
Elective <sup>3</sup>	Social Science	3	0	3
Suggested Credits & Hours for Semester		15	0	15

**Fourth Semester**

HLT/PED <sup>5</sup>	Health or Physical Education	1	0	1
HMS 150	Activities Doc & Programming	3	0	3
HMS 190 or 290	Coordinated Internship	3	0	3
Elective <sup>1</sup>	Humanities	3	0	3
Elective <sup>1</sup>	Humanities	3	0	3
Elective <sup>3</sup>	Social Science	3	0	3
Suggested Credits & Hours for Semester		16	0	16

Total Minimum Credits Required for this Curriculum.....61

<sup>1</sup>Courses may be chosen from the Transfer Humanities Electives, ART 101; CST 115; ENG (literature courses only); HUM 100; MUS 121; PHI 101; REL 200, 210, 230

<sup>2</sup>Courses may be chosen from: BIO 101, 102; CHM 101, 102; CHM 111, 112, 241, 242; GOL 105, 106.

<sup>3</sup>Courses may be chosen from: ECO 201,202; GEO 210, 220; HIS 121, 122; HIS 101, 102 HIS 111, 112 (ODU), PLS 211, 2121; PSY 120 or ECO 120 (RU); PSY 200, 231, 232; SOC 200, 215; REQUIRED Developmental Disabilities Students--PSY 230, SOC 207.

<sup>4</sup>Students may substitute MTH 151. Check with your advisor.

<sup>5</sup>Students may choose a health, physical education, or recreation course that promotes physical & emotional well-being.

## General Studies

### Developmental Disabilities Specialization

**Degree:** Associate of Arts and Sciences with a major in General Studies and a specialization in Developmental Disabilities

**Length:** Four-semester (two-year) program

**Purpose:** Students will take courses from a variety of disciplines. Emphasis in core courses is placed on development of relevant knowledge, skills and attitudes required to provide professional delivery of services to individuals with a developmental disability. Fieldwork experience will provide opportunities for application of knowledge and skills learned in the classroom. Graduates should qualify for positions in family services, social services, rehabilitation, and educational agencies that provide services and supports to disabled

individuals in the community.

**Occupational Objectives:** This degree will prepare current licensed providers and students who wish to become licensed providers with essential knowledge to support people with all types of disabilities under the new waiver program. Students with this degree will be prepared to meet the training requirements to support people with disabilities in most levels of the new waiver redesign. Courses delivers to providers needed knowledge to supervise support workers in their program. These disabilities studied include individuals diagnosed with Intellectual Disabilities, Autism, and Dually Diagnosed individuals with co-morbid disabilities. Also a course in positive behavior support techniques is part of this program. Course emphasis is not only on disabilities, but also on documentation, writing and communication skills, which are necessary to become a licensed provider in VA.

**Program Requirements:** In addition to the admission requirements established for the college, entry into the General Studies, Developmental Disabilities Specialization program requires competency in English and Math Essentials MTE 1-5 as demonstrated through the placement and diagnostic tests, or by satisfactorily completing the required MTE units or equivalent.

**Internship Requirements:** Admission to HMS 290 (Coordinated Internship) is selective and must be approved by the internship coordinator. Eligibility is based on the following criteria: minimum GPA of 2.0, completion of course prerequisites (HMS 100 and HMS 162), faculty recommendation, expected graduation date, and any relevant internship site requirements. Arrangements for the internship placement are made the semester prior to the one in which the student actually takes the class.

The following list is a suggested sequence in which students may plan their class schedules to ensure graduation in two years.

Course Number	Course Title	Hrs.	Hrs.	Cr.
<b>First Semester</b>				
ENG 111	College Composition I	3	0	3
HMS 100	Intro to Human Services	3	0	3
SDV 100	College Success Skills	1	0	1

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Elective <sup>2</sup>	Lab Science	3	3	4
Elective <sup>3</sup>	Social Science/History	3	0	3
Suggested Credits & Hours for Semester		13	3	14

### Second Semester

ENG 112	College Composition II	3	0	3
MEN 101	Mental Health Skills Training	3	0	3
MTH 157 <sup>4</sup>	Elementary Statistics	3	0	3
Elective <sup>2</sup>	Lab Science	3	3	4
Elective <sup>3</sup>	Social Science/History	3	0	3
Suggested Credits & Hours for Semester		15	3	16

### Third Semester

CST 110	Intro. to Speech Comm.	3	0	3
HMS 162	Comm. Skills for HS Prof.	3	0	3
ITE 115	Introduction to Computer Applications & Concepts	3	0	3
Elective <sup>3</sup>	Social Science	3	0	3
Elective <sup>3</sup>	Social Science	3	0	3
Suggested Credits & Hours for Semester		15	0	15

### Fourth Semester

HLT/PED5	Health or Physical Education	1	0	1
MEN 295	Autism Spectrum Disorders	3	0	3
HMS 190 or 290	Coordinated Internship	0	9	3
Elective <sup>1</sup>	Humanities	3	0	3
Elective <sup>1</sup>	Humanities	3	0	3
Elective <sup>3</sup>	Social Science	3	0	3
Suggested Credits & Hours for Semester		13	9	16

### Total Minimum Credits Required for this Curriculum ..... 61

<sup>1</sup>Courses may be chosen from the [1] Transfer Humanities electives may be chosen from the following: ART 101, 102, 111, 112; CST 151; ENG (literature courses only); HUM 100; MUS 121, 122; PHI 101; REL 200, 210, 230.

<sup>2</sup>Courses may be chosen from the following: BIO 101, 102; CHM 101, 102, CHM 111, 112, 241, 242; GOL 105, 106, PHY 241, 242.

<sup>3</sup>Courses may be chosen from the following: HIS 101, 102, 121, 122; PLS 211, 212; PSY 120, 200, 231, 232, 215, 216, 230, 235, 270; SOC 200, 215, 247.

REQUIRED: Developmental Disabilities Students: PSY 230, SOC 207.

<sup>4</sup>Students may substitute MTH 151. Check with your advisor.

<sup>5</sup>Students may choose a health, physical education, or recreation course that promotes physical & emotional well-being.

## General Studies Substance Abuse Specialization

**Degree:** Associate of Arts and Sciences with a major in General Studies and a specialization in Substance Abuse  
**Length:** Four-semester (two-year) program

**Purpose:** Students will take courses from a variety of disciplines. Emphasis in core courses is placed on development of relevant knowledge, skills and attitudes in substance abuse prevention and treatment. Fieldwork experience will provide opportunities for application of knowledge and skills learned in the classroom. Graduates should qualify for positions in mental health, family services, social services, rehabilitation, correction and educational agencies that provide human services and/or substance abuse prevention or treatment activities.

**Occupational Objectives:** Human Services Workers that specialize in Substance Abuse work with youth, adults and their families. They understand issues of addiction, assessment, and treatment of substance abuse as well as community based prevention and case management services. Graduates tend to work under the direction of workers from a variety of fields, such as psychiatry, psychology, rehabilitative or social work.

**Program Requirements:** In addition to the admission requirements established for the college, entry into the General Studies, Substance Abuse Specialization program requires competency in English and Math Essentials MTE 1-5 as demonstrated through the placement and diagnostic tests, or by satisfactorily completing the required MTE units or equivalent.

**Internship Requirements:** Admission to HMS 290 (Coordinated Internship) is selective and must be approved by the internship coordinator. Eligibility is based on the following criteria: minimum GPA of 2.0, completion of course prerequisites (HMS 220, HMS 251, HMS 260), faculty recommendation, expected graduation date, and any relevant internship site requirements. Arrangements for the internship placement are made the semester prior to the one in which the student actually takes the class.

The following list is a suggested sequence in which students may plan their class schedules to ensure graduation in two years.

Course Number	Course Title	Lect. Hrs.	Lab Hrs.	Course Cr.
<b>First Semester</b>				
ENG 111	College Composition I	3	0	3
HMS 220	Addiction and Prevention	3	0	3
SDV 100	College Success Skills	1	0	1
Elective <sup>2</sup>	Lab Science	3	1	4
Elective <sup>3</sup>	Social Science/History	3	0	3
Suggested Credits & Hours for Semester		13	1	14

**Second Semester**

ENG 112	College Composition II	3	0	3
HMS 260	Substance Abuse Counseling	3	0	3
MTH 157 <sup>4</sup>	Elementary Statistics	3	0	3
Elective <sup>2</sup>	Lab Science	3	1	4
Elective <sup>3</sup>	Social Science/History	3	0	3
Suggested Credits & Hours for Semester		15	1	16

**Third Semester**

CST 110	Intro. to Communication	3	0	3
HMS 251	Substance Abuse I	3	0	3
ITE 115	Introduction to Computer Applications & Concepts	3	0	3
Elective <sup>3</sup>	Social Science	3	0	3
Elective <sup>3</sup>	Social Science	3	0	3
Suggested Credits & Hours for Semester		15	0	15

**Fourth Semester**

HLT/PED <sup>5</sup>	HLT 110 or 160	1	0	1
HMS 252	Substance Abuse II	3	0	3
HMS 290	Coordinated Internship	3	0	3
Elective <sup>1</sup>	Humanities	3	0	3
Elective <sup>1</sup>	Humanities	3	0	3
Elective <sup>3</sup>	Social Science	3	0	3
Suggested Credits & Hours for Semester		16	0	16

**Total Minimum Credits Required for this Curriculum.....61**<sup>1</sup>Courses may be chosen from the Transfer Humanities Electives.<sup>2</sup>Courses may be chosen from the Science General Electives.<sup>3</sup>Courses may be chosen from the Social Science General Electives.<sup>4</sup>Students may substitute MTH 152. Check with your advisor.<sup>5</sup>Students may choose a health, physical education, or recreation course that promotes physical & emotional well-being.

## Liberal Arts

**Degree:** Associate of Arts and Sciences with a major in Liberal Arts

**Length:** Four-semester (two-year) program

**Purpose:** The Associate of Arts and Sciences Degree program in Liberal Arts is designed for persons who plan to transfer to a four-year college or university to complete a baccalaureate degree program, usually Bachelor of Arts degree, in the liberal arts or social sciences.

**Program Requirements:** In addition to the admission requirements established for the college, completion of General Studies program requires competency in English and Math Essentials MTE 1-5 as demonstrated through the placement and diagnostic tests, or by satisfactorily completing the required MTE units or equivalent.

Students are urged to become acquainted with the requirements of the major department in the college or university to which transfer is contemplated and also to consult with the Student Services Office of the community college in planning their program and selecting electives. Note the guaranteed admission and articulation agreements referenced on page 15 apply only to students who complete the Associate Degree. The following list is a suggested sequence in which students may plan their class schedules to ensure graduation in two years.

Course Number	Course Title	Lect. Hrs.	Lab Hrs.	Course Cr.
<b>First Semester</b>				
ENG 111	College Composition I	3	0	3
MTH 151 <sup>1</sup>	Liberal Arts Math I	3	0	3
SDV 100	College Success Skills	1	0	1
Elective <sup>6</sup>	Lab Science	3	3	4
HIS 101	History of World Civ I	3	0	3
Suggested Credits & Hours for Semester		13	3	14

**Second Semester**

HUM 100	Survey of Humanities	3	0	3
ENG 112	College Composition II	3	0	3
MTH 152 <sup>1</sup>	Liberal Arts Math II	3	0	3
Elective <sup>6</sup>	Lab Science	3	3	4
HIS 121	US History I	3	0	3
Suggested Credits & Hours for Semester		16	3	16

**Third Semester**

Elective <sup>4</sup>	Literature	3	0	3
CST 110	Intro. to Communication	3	0	3
ITE 115	Introduction to Computer Applications & Concepts	3	0	3
PHI 101	Intro To Philosophy	3	0	3
Elective <sup>7</sup>	Social Science	3	0	3
Suggested Credits & Hours for Semester		15	0	15

**Fourth Semester**

Elective <sup>4</sup>	Literature	3	0	3
Elective	Humanities-Arts, Music, Film	3	0	3
Elective <sup>2,3</sup>	Transfer	3	0	3
Elective <sup>2,3</sup>	Transfer	3	0	3
HLT/PED <sup>5</sup>	Health or Physical Ed.	1	0	1
Elective <sup>7</sup>	Social Science	3	0	3
Suggested Credits & Hours for Semester		16	0	16
Total Minimum Credits Required for this Curriculum.....61				

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<sup>1</sup>Students may substitute a higher level math. Courses may be chosen from the Math General Electives.

<sup>2</sup>Transfer Electives may be chosen from Transfer Electives in WCC catalog. Suggested course: CST 151 Foreign language may be used as transfer elective. Check with WCC advisor or transfer institution advisor.

<sup>3</sup>Suggested courses: PHI 220 and HUM 260. Courses may be selected from Humanities general electives in WCC catalog, 200 level. Check with WCC advisor or transfer institution advisor.

<sup>4</sup>Six credits of transfer Literature electives are required and can be chosen from ENG 241, 242, 243, 244.

<sup>5</sup>HLT 143 does not meet the HLT/PED degree requirement.

<sup>6</sup>Suggested courses: BIO 101,102 or CHM 111,112. Courses may be selected from the Science General Electives in the WCC catalog. Check with WCC advisor or transfer institution advisor.

<sup>7</sup>Courses may be chosen from the Science Science Electives in the WCC catalog. Check with WCC advisor or transfer institution advisor.

*\*Requirements of four-year institutions may vary. Students should consult a counselor or their academic advisor to select electives that will satisfy baccalaureate major requirements. In addition, they should confirm with the college or university to which they plan to transfer that they will receive credit at the four-year institution.*

## Science

**Degree:** Associate of Arts and Sciences with a major in Science

**Length:** Four-semester (two-year) program

**Purpose:** With the emphasis on scientific discoveries and technological developments in today's society, there is a demand for scientists and scientifically-oriented persons in business, government, industry and the professions. The Associate of Arts and Sciences Degree Program in Science is designed for persons who are interested in the pre-professional or scientific program and who plan to transfer to a four-year college or university to complete a baccalaureate degree program with a major in one of the following fields:

Agriculture  
Biology  
Chemistry  
Pre-Dentistry  
Education  
Forestry  
Geology  
Mathematics  
Pre-Medical  
Nursing  
Pharmacy  
Physical Therapy  
Physics

**Program Requirements:** The Science program requires competency in English and Math Essentials MTE 1-9 as demonstrated through the placement and diagnostic tests, or by satisfactorily completing the required MTE units or equivalent.

Students are urged to become acquainted with the requirements of the major department in the college or university to which transfer is contemplated and also to consult with the Student Services Office of the community college in planning their program and selecting electives. Note the guaranteed admission and articulation agreements referenced on page 15 apply only to students who complete the Associate Degree.

The following list is a suggested sequence in which students may plan their class schedules to ensure graduation in two years.

Course Number	Course Title	Lect. Hrs.	Lab Hrs.	Course Cr.
<b>First Semester</b>				
ENG 111	College Composition I	3	0	3
CSC 155	Computer Concepts & Applications	3	0	3
OR				
ITE 115	Intro to Computer Applications & Concepts	3	0	3
MTH XXX <sup>8</sup>	Transfer Math 1	3	0	3
SDV 100	College Success Skills	1	0	1
Elective <sup>2</sup>	Lab Science	3	3	4
Suggested Credits & Hours for Semester		13	3	14
<b>Second Semester</b>				
ENG 112	College Composition II	3	0	3
MTH XXX <sup>8</sup>	Transfer Math II	3	0	3
Elective <sup>2</sup>	Lab Science	3	3	4
Elective <sup>6</sup>	Humanities/Fine Arts	3	0	3
Elective <sup>1</sup>	Social Science (SOC 200 or higher level)	3	0	3
Suggested Credits & Hours for Semester		15	3	16
<b>Third Semester</b>				
CST 110	Intro. to Communication	3	0	3
Elective <sup>4</sup>	Literature	3	0	3
Elective <sup>3</sup>	Lab Science	3	3	4
Elective <sup>2</sup>	History (HIS 121 or HIS Elec)	3	0	3
Elective <sup>5</sup>	S.T.E.M	3	0	3
Suggested Credits & Hours for Semester		15	3	16
<b>Fourth Semester</b>				
Elective <sup>5</sup>	S.T.E.M	3	0	3
Elective	Health or Physical Education	2	0	2



Elective <sup>7</sup>	Science w/out Lab	3	0	3
Elective <sup>1</sup>	Social Science (PSY 200 or higher level)	3	0	3
Elective <sup>3</sup>	Lab Science	3	3	4
Suggested Credits & Hours for Semester		14	3	15

Total Minimum Credits Required for this Curriculum.....61

<sup>1</sup>Courses may be chosen from the Science General Electives.

<sup>2</sup> Three credits of transfer History electives are required and can be chosen from HIS 101, 102, 111, 112, 121, 122.

<sup>3</sup>Courses may be chosen from the Science General Electives.

<sup>4</sup>Courses may be chosen from the Literature General Electives.

<sup>5</sup>Courses may be chosen from BIO 285, CSC 200 or higher level, EGR 120 or higher level, MTH 163 or higher level, or NAS 150.

<sup>6</sup>Courses may be chosen from the Humanities Electives.

<sup>7</sup>Students may chose BIO 285 or NAS 150.

<sup>8</sup>In consultation with your academic advisor, the Mathematics requirement may be selected from the following sequences:

MTH 161 Precalculus + MTH 240 Statistics or

MTH 161 Precalculus + MTH 261 Applied Calculus I or

MTH 261 + MTH 262 Applied Calculus I & II or

MTH 263 + MTH 264 Calculus I & II

*\*Requirements of four-year institutions may vary. Students should consult a counselor or their academic advisor to select electives that will satisfy baccalaureate major requirements. In addition, they should confirm with the college or university to which they plan to transfer that they will receive credit at the four-year institution.*

## Science Specialization in Computer Science

**Degree:** Associate of Arts and Sciences with a major in Science

**Length:** Four-semester (two-year) program

**Purpose:** The Associate of Arts and Sciences Degree Program in Science with a specialization in Computer Science is designed for persons who plan to transfer to a four-year college or university to complete a baccalaureate degree program with a major in computer science or a related discipline.

**Admission Requirements:** In addition to the admission requirements established for the college, entry into the Science program requires competency in English and **Math Essentials** MTE 1-9 as demonstrated through the placement and diagnostic tests, or by satisfactorily completing the required MTE units or equivalent.

**Program Requirements:** Students are urged to become acquainted with the requirements of the

major department in the college or university to which transfer is contemplated and also to consult with the Student Services Office of the community college in planning their program and selecting electives. Note the **guaranteed admission and articulation agreements** referenced on page 15 apply only to students who complete the Associate Degree.

The following list is a suggested sequence in which students may plan their class schedules to ensure graduation in two years.

Course Number	Course Title	Lect. Hrs.	Lab Hrs.	Course Cr.
<b>First Semester</b>				
ENG 111	College Composition I	3	0	3
CSC 155	Computer Concepts & Applications	3	0	3
OR				
ITE 115	Intro to Computer Applications & Concepts	3	0	3
MTH 173	Calculus with Analytic Geometry I	5	0	5
Elective <sup>5</sup>	Humanities/Fine Arts	3	0	3
SDV 100	College Success Skills	1	0	1
Suggested Credits & Hours for Semester		15	0	15

### Second Semester

CSC 200	Intro. to Computer Science	4	0	4
ENG 112	College Composition II	3	0	3
MTH 174	Calculus with Analytic Geometry II	5	0	5
Elective <sup>1</sup>	Social Science	3	0	3
Suggested Credits & Hours for Semester		15	0	15

### Third Semester

CSC 201	Computer Science I	4	0	4
CST 110	Intro. to Communication	3	0	3
MTH 177	Intro. to Linear Algebra	2	0	2
Elective <sup>2</sup>	History	3	0	3
Elective <sup>3</sup>	Lab Science	3	3	4
Suggested Credits & Hours for Semester		16	3	16

### Fourth Semester

CSC 202	Computer Science II	4	0	4
Elective	Health or Physical Education	1	0	1
Elective <sup>1</sup>	Social Science	3	0	3
Elective <sup>4</sup>	Literature	3	0	3
Elective <sup>3</sup>	Lab Science	3	3	4
Suggested Credits & Hours for Semester		14	3	15

**Total Minimum Credits Required for this Curriculum ..... 61**

<sup>1</sup>Courses may be chosen from the **Social Science General Electives**.

<sup>2</sup> Three credits of transfer History electives are required and can be chosen from HIS 101, 102, 111, 112, 121, 122.

<sup>3</sup>PHY 241 and PHY 242 are recommended; however, courses may be chosen from the **Science General Electives**.

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<sup>4</sup>Courses may be chosen from the *Literature General Electives*.

<sup>5</sup>Course may be chosen from the *Humanities General Electives*

*\*Requirements of four-year institutions may vary. Students should consult a counselor or their academic advisor to select electives that will satisfy baccalaureate major requirements. In addition, they should confirm with the college or university to which they plan to transfer that they will receive credit at the four-year institution.*

## Science Specialization in Engineering

**Length:** Four-semester (two-year) program

**Purpose:** The Associate of Arts and Sciences Science-Specialization in Engineering is designed for persons who plan to transfer to a four-year college or university to complete a baccalaureate degree in Engineering. By selecting appropriate electives, students should be able to complete the lower division requirements for a variety of baccalaureate majors.

In order to be assured that courses transfer to meet lower division requirements at the specific institution the student plans to transfer to and the major anticipated, students should consult their academic advisor to schedule their courses. Students are encouraged to investigate guaranteed admission agreements (GAA), available for many colleges and universities in Virginia, and contact their selected college's admissions office. Counselors and academic advisors can assist with locating these resources.

**Program Requirements:** In addition to the admission requirements established for the college, entry into the Science Specialization in Engineering program requires competency in English and Math Essentials MTE 1-9 as demonstrated through the placement and diagnostic tests, or by satisfactorily completing the required MTE units or equivalent.

Course Number	Course Title	Lect. Hrs.	Lab Hrs.	Course Cr.
<b>First Semester</b>				
ENG 111	College Composition I	3	0	3
CHM 111	General Chemistry I	3	3	4
MTH 263	Calculus I	4	0	5
Elective <sup>1</sup>	Social Science Elective	3	0	2
Elective <sup>3</sup>	Humanities Elective	3	0	2
SDV 100	College Success Skills	1	0	1
Suggested Credits & Hours for Semester		17	3	18

### Second Semester

ENG 112	College Composition II	3	0	3
MTH 264	Calculus II	4	0	4
MTH 266	Linear Algebra	3	0	3
EGR 120	Intro. To Engineering	1	0	1
EGR 140	Engineering Mechanics-Statics	3	0	3
Elective <sup>1</sup>	Social Science Elective	3	0	3
Suggested Credits & Hours for Semester		17	0	17

### Third Semester

MTH 265	Calculus III	4	0	4
EGR 245	Engineering Mechanics-Dynam.	3	0	3
PHY 241	University Physics	3	3	4
Elective <sup>6</sup>	Computer Programming Elec.	4	0	4
Elective <sup>2</sup>	History Elective	3	0	3
Suggested Credits & Hours for Semester		17	3	18

### Fourth Semester

MTH 267	Differential Equations	3	0	3
Elective <sup>5</sup>	Engineering/S.T.E.M. Elective	3	0	3
Elective <sup>3</sup>	Humanities Elective	3	0	3
Elective <sup>4</sup>	Physical Education Elective	1	0	1
PHY 242	University Physics II	3	3	4
CST 110	Intro to Speech Communication	3	0	3
Suggested Credits & Hours for Semester		17	3	18

**Total Minimum Credits Required for this Curriculum ..... 70**

*1 Courses may be chosen from the Social Science General Electives.*

*2 Three credits of transfer History electives are required and can be chosen from HIS 101, 102, 111, 112, 121, 122.*

*3 Courses may be chosen from the Transfer Humanities Electives.*

*4 Students may choose a health, physical education, or recreation course that promotes physical and emotional well-being.*

*5 Students may choose from the Transfer Engineering/Science Courses. The following are suggested Engineering/Science electives for specific majors: Mechanical Engineering/ Civil Engineering: EGR 246 - Mechanics of Materials 3 CR; Chemical Engineering:*

*• CHM 112 - College Chemistry II 4 CR or EGR 246 - Mechanics of Materials 3 CR or CHM 241/CHM 245 - Organic Chemistry I Organic Chemistry Laboratory I 5 CR; MTH 261 or higher to meet the prerequisite for MTH 263. Students should contact their academic advisor to determine the best option for this elective.*

*6 Students may choose from CSC 201, ITP 120, ITP 134, or a computer programming course as approved by the division.*

*NOTE: Transfer students are advised to consider four-year college and university requirements in making their choices.*

## Science Specialization in Mathematics

**Degree:** Associate of Arts and Sciences with a major in Science

**Length:** Four-semester (two-year) program

**Purpose:** The Associate of Arts and Sciences Degree Program in Science with a specialization in Mathematics is designed for persons who plan to transfer to a four-year college or university to complete a baccalaureate degree program with a major in mathematics, mathematics education, or statistics. This program may also be suitable for students pursuing baccalaureate degrees in physics, chemistry, or computer science.

**Program Requirements:** Students are urged to become acquainted with the requirements of the major department in the college or university to which transfer is contemplated and to consult with the Student Services Office of the community college in planning their program and selecting electives. Note the guaranteed admission and articulation agreements referenced on page 15 apply only to students who complete the Associate Degree. In addition to the admission requirements established for the college, completion of the Science program requires competency in English and Math Essentials MTE 1-9 as demonstrated through the placement and diagnostic tests, or by satisfactorily completing the required MTE units or equivalent.

The following list is a suggested sequence in which students may plan their class schedules to ensure graduation in two years.

Course Number	Course Title	Lect. Hrs.	Lab Hrs.	Course Cr.
<b>First Semester</b>				
ENG 111	College Composition I	3	0	3
CSC 155	Computer Concepts & Applications	3	0	3
OR				
ITE 115	Intro. to Computer Applications & Concepts	3	0	3
MTH 263	Calculus I	4	0	4
Elective <sup>1</sup>	Social Science	3	0	3
SDV 100	College Success Skills	1	0	1
Suggested Credits & Hours for Semester		14	0	14

#### Second Semester

Elective <sup>2</sup>	History	3	0	3
ENG 112	College Composition II	3	0	3
MTH 264	Calculus II	4	0	4
Elective <sup>1</sup>	Social Science	3	0	3
Elective <sup>3</sup>	Humanities/Fine Arts	3	0	3
Suggested Credits & Hours for Semester		16	0	16

#### Third Semester

Elective <sup>3</sup>	Lab Science	3	3	4
Elective	Health/Physical Education	1	0	1

Elective <sup>7</sup>	Math/Programming Elective	3	0	3
MTH 265	Calculus III	4	0	4
Elective <sup>4</sup>	Literature	3	0	3
Suggested Credits & Hours for Semester		14	3	15

#### Fourth Semester

MTH 267	Differential Equations	3	0	3
Elective <sup>3</sup>	Lab Science	3	3	4
Elective <sup>6</sup>	Transfer Elective	3	0	3
CST 110	Intro. to Communication	3	0	3
MTH 266	Linear Algebra	3	0	3
Suggested Credits & Hours for Semester		15	3	16

#### Total Minimum Credits Required for this Curriculum ..... 61

<sup>1</sup> Courses may be chosen from the Social Science General Electives.

<sup>2</sup> Three credits of transfer history electives are required and can be chosen from HIS 101, 102, 111, 112, 121, 122.

<sup>3</sup> PHY 241 and PHY 242 are recommended; however courses may be chosen from the Science General Electives.

<sup>4</sup> Courses may be chosen from the Literature General Electives.

<sup>5</sup> Courses may be chosen from the Humanities Electives.

<sup>6</sup> Courses may be chosen from the Transfer Electives.

<sup>7</sup> Courses may be chosen from MTH 167, MTH 240, MTH 286, ITP 120, CSC 201, or a mathematics or computer programming course as approved by the division.

**\*Requirements of four-year institutions may vary. Students should consult a counselor or their academic advisor to select electives that will satisfy baccalaureate major requirements. In addition, they should confirm with the college or university to which they plan to transfer that they will receive credit at the four-year institution.**

## Career and Technical Studies

### Accounting

**Degree:** Associate of Applied Science in Business Management with a major in Accounting

**Length:** Four-semester (two-year) program

**Purpose:** The Associate of Applied Science in Business Management with a major in Accounting is designed primarily for persons seeking full-time employment in the accounting field. Persons seeking their first employment in an accounting position and those seeking

## Wytheville Community College

to upgrade their current position may benefit from this program.

Occupational Objectives:

Accounting Trainee

Accounting Technician

Junior Accountant

Accountant

Bookkeeper

Program Requirements: In addition to the admission requirements established for the college, entry into the Accounting program requires competency in English and Math Essentials MTE 1-3 as demonstrated through the placement and diagnostic tests, or by satisfactorily completing the required MTE units or equivalent.

The following list is a suggested sequence in which students may plan their class schedules to ensure graduation in two years.

Course Number	Course Title	Lect. Hrs.	Lab Hrs.	Course Cr
<b>First Semester</b>				
ACC 211	Principles of Accounting I	4	0	4
BUS 100	Introduction to Business	3	0	3
ENG 111	English Composition I	3	0	3
ITE 115	Introduction to Computer Concepts & Applications	3	0	3
MTH 141 <sup>1</sup>	Business Mathematics I	3	0	3
SDV 100	College Success Skills	1	0	1
Suggested Credits & Hours for Semester		17	0	17

### Second Semester

ACC 212	Principles of Accounting II	4	0	4
BUS 200	Principles of Management	3	0	3
CST 110	Intro. to Communication	3	0	3
ECO 120 <sup>2</sup>	Survey of Economics	3	0	3
ITE 215	Advanced Computer Applications & Integration	3	0	3
Suggested Credits & Hours for Semester		16	0	16

### Third Semester

ACC 215	Computerized Accounting	3	0	3
ACC 221	Intermediate Accounting I	3	0	3
ACC 231	Cost Accounting I	3	0	3
BUS 236	Communications in Management	3	0	3
BUS 241	Business Law I	3	0	3
Elective <sup>3</sup>	Humanities Elective	3	0	3
Suggested Credits & Hours for Semester		18	0	18

### Fourth Semester

ACC 222	Intermediate Acctng. II	3	0	3
ACC 261	Principles of Federal Taxation	3	0	3
AST 236	Specialized Software	3	0	3

BUS 242	Business Law II	3	0	3
FIN 215	Financial Management	3	0	3
HLT/PED <sup>4</sup>	Health/Phys. Ed. Elective	1	0	1
Suggested Credits & Hours for Semester		16	0	16

**Total Minimum Credits Required for this Curriculum.....67**

*1Students may substitute MTH 157 or higher.*

*2Students may substitute ECO 201 or ECO 202.*

*3Course may be chosen from the Program Electives table-Humanities General Electives in the Catalog.*

*4HLT 143 does not meet HLT/PED degree requirement.*

## Administrative Support Technology

**Degree:** Associate of Applied Science in Business and Office with a major in Administrative Support Technology

**Length:** Four-semester (two-year) program

**Purpose:** The Associate of Applied Science Degree in Administrative Support Technology is designed to prepare persons for full-time employment immediately upon completion of the community college program. Both persons who are seeking their first employment in an office position and those who are seeking promotion may benefit from this curriculum.

### Occupational Objectives:

Administrative Assistant

Administrative Support Specialist

Executive Secretary

Legal Secretary

Medical Secretary

Office Manager

Word Processing Specialist

**Admission Requirements:** In addition to the admission requirements established for the college, entry into the Administrative Support Technology program requires competency in English and [Math Essentials](#) MTE 1-3 as demonstrated through the placement and diagnostic tests, or by satisfactorily completing the required MTE units or equivalent.

The following list is a suggested sequence in which students may plan their class schedules to ensure graduation in two years.



# Administrative Support Technology: Health Information Management Specialization

**Degree:** Associate of Applied Science in Business and Office with a major in Administrative Support Technology and a Specialization in Health Information Management.

**Length:** Four-semester (two-year) program

**Purpose:** The Health Information Management Specialization is designed to train health information specialists to work with health care professionals and administration to organize, analyze and preserve medical information used to evaluate patient care, diagnose and treat illnesses and substantiate reimbursement. It provides students with a unique blend of courses in information technology, business management and clinical knowledge. Students who possess an interest in studying disease and therapies but who prefer not to work in a direct patient care setting find this career very rewarding. An interest in using computers to manage data is very important.

## Occupational Objectives:

Medical Insurance Coders

Medical Office Supervisor

Office Manager

Transcriptionists

Administrative Assistant

Administrative Support specialist

Medical Secretary

**Admission Requirements:** In addition to the admission requirements established for the college, entry into the Administrative Support Technology: Health Information Management Specialization program requires competency in English and [Math Essentials](#) MTE 1-3 as demonstrated through the placement and diagnostic tests, or by satisfactorily completing the required MTE units or equivalent.

The following list is a suggested sequence in which students may plan their class schedules to ensure graduation in two years.

Course Number	Course Title	Lect. Hrs.	Lab Hrs.	Course Cr.
<b>First Semester</b>				
AST 101 <sup>1</sup>	Keyboarding I	3	0	3
AST 136	Office Record Keeping	3	0	3
AST 160	Learning the Internet for Business	1	0	1
AST 260	Presentation Software (PowerPoint)	2	0	2
ENG 111	College Composition I	3	0	3
SDV 100	College Success Skills	1	0	1
HLT/PED	Health/Phys. Ed. Elective	2	0	2
Suggested Credits & Hours for Semester		15	0	15

## Second Semester

AST 102	Keyboarding II	3	0	3
AST 236	Specialized Software Applications (Excel)	3	0	3
CST 110	Intro. to Communication	3	0	3
MTH 141	Business Mathematics I	3	0	3
Elective <sup>2</sup>	Humanities/Fine Arts Elective	3	0	3
Elective <sup>3</sup>	Social/Behavioral Science	3	0	3
Suggested Credits & Hours for Semester		18	0	18

## Third Semester

AST 107	Editing/Proofreading Skills	3	0	3
AST 141	Word Processing I (Word)	3	0	3
AST 234	Records and Database Management (Access)	3	0	3
AST 243	Office Administration I	3	0	3
Elective <sup>5</sup>	Business Elective	3	0	3
Elective <sup>4</sup>	Natural Science, AST or IT Elec.	3	0	3
Suggested Credits & Hours for Semester		18	0	18

## Fourth Semester

AST 205	Business Communications	3	0	3
AST 244	Office Administration II	3	0	3
AST 253	Advanced Desktop Publishing I	3	0	3
AST 298*	Seminar and Project	3	0	3
ITD 110	Web Page Design I	4	0	4
Suggested Credits & Hours for Semester		16	0	16

**Total Minimum Credits Required for this Curriculum.....67**

<sup>1</sup>Students who possess Keyboarding skills may petition for advanced placement with Credit by Examination.

<sup>2</sup>Courses may be chosen from the [Humanities Electives](#).

<sup>3</sup>Courses may be chosen from the [Social Science General Electives](#).

<sup>4</sup>Students may choose [BUS 100](#), [BUS 200](#), or [BUS 205](#).

<sup>5</sup>Students may choose from [BUS 100](#), [200](#) or [205](#)

\*This is a capstone course and should be taken the last semester.

Course Number	Course Title	Lect. Hrs.	Lab Hrs.	Course Cr.
<b>First semester</b>				
AST 101 <sup>1</sup>	Keyboarding I	3	0	3
AST 136	Office Record Keeping	3	0	3
AST 160	Learning the Internet for Business	1	0	1
AST 260	Presentation Software (PowerPoint)	2	0	2
ENG 111	College Composition	3	0	3
HIM 113	Medical Terminology and Disease Processes I	3	0	3
SDV 100	College Success Skills	1	0	1
Suggested Credits & Hours for Semester		16	0	16
<b>Second Semester</b>				
AST 102	Keyboarding II	3	0	3
AST 236	Specialized Software Applications (Excel)	3	0	3
CST 110	Intro. to Communication	3	0	3
Elective <sup>2</sup>	Humanities Elective	3	0	3
Elective <sup>3</sup>	Natural Science, AST, or IT Elec	3	0	3
Elective <sup>4</sup>	Social/Behavioral Science	3	0	3
Suggested Credits & Hours for Semester		18	0	18
<b>Third Semester</b>				
AST 107	Editing/Proofreading Skills	3	0	3
AST 141	Word Processing I (Word)	3	0	3
AST 234	Records and Database Management (Access)	3	0	3
AST 243	Office Administration I	3	0	3
HIM 253	Health Records Coding	4	0	4
HLT/PED <sup>5</sup>	Health/Physical Education	1	0	1
Suggested Credits & Hours for Semester		17	0	17
<b>Fourth Semester</b>				
AST 245	Medical Machine Transcription	3	0	3
AST 298*	Seminar and Project	3	0	3
HIM 151	Reimbursement Issues in Medical Practice Management	2	0	2
HIM 254	Advanced Coding and Reimbursement	2	2	3
MTH 141	Business Mathematics I	3	0	3
HLT/PED <sup>5</sup>	Health/Physical Education	1	0	1
Suggested Credits & Hours for Semester		14	2	15

**Total Minimum Credits Required for this Curriculum ..... 66**

<sup>1</sup>Students who possess keyboarding skills may petition for advanced placement with Credit by Examination.

<sup>2</sup>Courses may be chosen from the Humanities Electives.

<sup>3</sup>Recommend NAS 150. This course is also required in the Medical Coding and Medical Transcriptionist Career Studies Certificate programs.

<sup>4</sup>Courses may be chosen from the Social Science General Electives.

<sup>5</sup>HLT 145 can be taken. This course is also required in the Medical Coding and Medical Transcriptionist Career Studies Certificate programs.

\*This is a capstone course and should be taken the last semester.

## Administrative Support Technology: Legal Assistant Specialization

**Degree:** Associate of Applied Science in Business and Office with a major in Administrative Support Technology and a Specialization in Legal Assistant.

**Length:** Four-semester (two-year) program

**Purpose:** The Legal Assistant Specialization is designed to teach the technical skills and critical thinking skills required of the legal assistant. Legal assistants perform independent legal work under the supervision of an attorney. Some of the legal assistant's most important tasks include helping lawyers prepare for closings, hearings, trials, and corporate meetings. Legal assistants may help prepare legal arguments, draft pleadings and motions to be filed with the court, obtain affidavits, and draft contracts, mortgages, and separation agreements.

### Occupational Objectives:

Paralegal/Legal Assistant

Corporate Paralegal

Paralegal Supervisor

**Admission Requirements:** In addition to the admission requirements established for the college, entry into the Administrative Support Technology: Legal Assistant Specialization program requires competency in English and [Math Essentials](#) MTE 1-3 as demonstrated through the placement and diagnostic tests, or by satisfactorily completing the required MTE units or equivalent.

The following list is a suggested sequence in which students may plan their class schedules to ensure graduation in two years.

Course Number	Course Title	Lect. Hrs.	Lab Hrs.	Course Cr.
<b>First semester</b>				
AST 101 <sup>1</sup>	Keyboarding I	3	0	3
AST 136	Office Record Keeping	3	0	3
ENG 111	College Composition	3	0	3
LGL 110	Intro to Law and the Legal Assistant	3	0	3
SDV 100	College Success Skills	1	0	1
Elective <sup>2</sup>	Social/Behavioral Science	3	0	3
Suggested Credits & Hours for Semester		16	0	16

**Second Semester**

AST 102	Keyboarding II	3	0	3
AST 236	Specialized Software Applications (Excel)	3	0	3
CST 110	Intro. to Communication	3	0	3
LGL 126	Legal Writing	3	0	3
HLT/PED	Health/Physical Education	2	0	2
Elective <sup>3</sup>	Legal Elective	3	0	3
Suggested Credits & Hours for Semester		17	0	17

**Third Semester**

AST 107	Editing/Proofreading Skills	3	0	3
AST 141	Word Processing I (Word)	3	0	3
AST 234	Records and Database Management (Access)	3	0	3
AST 243	Office Administration I	3	0	3
Elective <sup>3</sup>	Legal Elective	3	0	3
Elective <sup>5</sup>	Natural Science, AST, or IT Elec	3	0	3
Suggested Credits & Hours for Semester		18	0	18

**Fourth Semester**

AST 247	Legal Machine Transcription	3	0	3
AST 253	Advanced Desktop Publishing I	3	0	3
AST 298*	Seminar and Project	3	0	3
MTH 141	Business Mathematics I	3	0	3
Elective <sup>4</sup>	Humanities/Fine Arts Elective	3	0	3
Suggested Credits & Hours for Semester		15	0	15

**Total Minimum Credits Required for this Curriculum ..... 66**

<sup>1</sup>Students who possess keyboarding skills may petition for advanced placement with Credit by Examination.

<sup>2</sup>Courses may be chosen from the *Social Science General Electives*.

<sup>3</sup>The legal assisting student may select from the following electives to fulfill the Legal Assistant degree program: LGL 115 - Real Estate Law for Legal Assistants; LGL 116 - Domestic Relations and Consumer Law; LGL 117 - Family Law; LGL 218 - Criminal Law or ADJ 211; LGL 225 Estate Planning & Probate. \*\*

<sup>4</sup>Courses may be chosen from the *Transfer Humanities Electives*.

<sup>5</sup>Students may choose from NAS, AST, or ITE/ITD/ITN electives.

\*This is a capstone course and should be taken the last semester.

\*\*LGL courses are not offered during the summer semester.

## Business Management and Leadership

**Degree:** Associate of Applied Science in Business Management and Leadership

**Length:** Four-semester (two-year) program

**Purpose:** The Associate of Applied Science Degree curriculum in Business Management and Leadership is designed primarily for persons who seek full-time employment in management immediately upon completion of the community college curriculum. Both persons who are seeking their first employment

in a managerial position or those presently in management who are seeking promotion may benefit from this curriculum.

**Occupational Objectives:**

Administrative Assistant  
Branch Manager  
Department Head  
Insurance Agent  
Management Trainee  
Manager, Customer Service  
Manager of Small Business or Retail Store  
Night Auditor  
Office Manager  
Sales Agent  
Wholesale or Retail Sales Worker

**Program Requirements:** In addition to the admission requirements established for the college, entry into the Business Management and Leadership program requires competency in English and Math Essentials MTE 1-3 as demonstrated through the placement and diagnostic tests, or by satisfactorily completing the required MTE units or equivalent.

The following list is a suggested sequence in which students may plan their class schedules to ensure graduation in two years.

Course Number	Course Title	Lect. Hrs.	Lab Hrs.	Course Cr.
<b>First Semester</b>				
ACC 211	Principles of Accounting I	4	0	4
BUS 100	Introduction to Business	3	0	3
ENG 111	English Composition I	3	0	3
ITE 115	Introduction to Computer Concepts & Applications	3	0	3
MTH 141 <sup>1</sup>	Business Mathematics I	3	0	3
SDV 100	College Success Skills	1	0	1
Suggested Credits & Hours for Semester		17	0	17

**Second Semester**

ACC 212	Principles of Accounting II	4	0	4
BUS 200	Principles of Management	3	0	3
CST 110	Intro. to Communication	3	0	3
ECO 120 <sup>2</sup>	Survey of Economics	3	0	3
ITE 215	Advanced Computer Applications & Integration	3	0	3
Suggested Credits & Hours for Semester		16	0	16

**Third Semester**

BUS 201	Organizational Behavior	3	0	3
BUS 236	Communications in Management	3	0	3

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BUS 241	Business Law I	3	0	3
Elective <sup>3</sup>	BUS Elective/Coop/ Internship	3	0	3
Elective <sup>4</sup>	Humanities/ Fine Arts Elective	3	0	3
MKT 100	Principles of Marketing I	3	0	3
Suggested Credits & Hours for Semester		18	0	18

### Fourth Semester

BUS 116	Entrepreneurship	3	0	3
BUS 205	Human Resource Management	3	0	3
BUS 242	Business Law II	3	0	3
Elective <sup>3</sup>	BUS Elective/Coop /Internship	3	0	3
FIN 215	Financial Management	3	0	3
HLT/PED <sup>5</sup>	Elective	1	0	1
Suggested Credits & Hours for Semester		16	0	16

**Total Minimum Credits Required for this Curriculum.....67**

<sup>1</sup> Students may substitute MTH 157 or higher.

<sup>2</sup> Students may substitute ECO 201 or ECO 202.

<sup>3</sup> BUS Electives include ACC, BUS, ITD, ITE, FIN. Recommended BUS 290 &/or 297-can be repeated for credit.

<sup>4</sup> Course may be chosen from Program Electives table-Humanities General Electives in Catalog.

<sup>5</sup> HLT 143 does not meet HLT/PED degree requirement.

## Clerical Studies

**Certificate:** Business and Office with a major in Clerical Studies

**Length:** Two-semester (one-year) program

**Purpose:** The program in Clerical Studies is a one-year course of study and practice to provide training in the art and skills of clerical practice.

### Occupational Objective:

Bank Teller  
Bookkeepers and Accounting Clerks  
Clerk Typist  
Data Entry Keyer  
Receptionist and Information Clerk  
Reservation and Transportation Ticket Agent  
Shipping and Receiving Clerks  
Travel Clerk

**Admission Requirements:** Proficiency in English. (Virginia Placement Test will be administered to determine English course placements).

The following list is a suggested sequence in which

students may plan their class schedules to ensure graduation in one year.

Course Number	Course Title	Lect. Hrs.	Lab Hrs.	Course Cr.
<b>First Semester</b>				
AST 101 <sup>1</sup>	Keyboarding I	3	0	3
AST 107	Editing/Proofreading Skills	3	0	3
AST 136	Office Record Keeping	3	0	3
AST 160	Learning the Internet for Business	1	0	1
AST 234	Records and Database Management	3	0	3
AST 260	Presentation Software	2	0	2
SDV 100	College Success Skills	1	0	1
Suggested Credits & Hours for Semester		16	0	16

### Second Semester

AST 102	Keyboarding II	3	0	3
AST 141	Word Processing I (Word)	3	0	3
AST 205	Business Communications	3	0	3
AST 236	Specialized Software Applications	3	0	3
ENG 137 <sup>2</sup>	Communication Processes I	3	0	3
Elective <sup>3</sup>	Social/Behavioral Science	3	0	3
Suggested Credits & Hours for Semester		18	0	18

**Total Minimum Credits Required for this Curriculum ..... 34**

<sup>1</sup> Students who possess Keyboarding skills may petition for advanced placement with Credit by Examination.

<sup>2</sup> Students who desire transferable credits must take [ENG 111](#) in place of [ENG 137](#).

<sup>3</sup> Courses may be chosen from the [Social Science General Electives](#).

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## Construction Technology: Alternative Energy Systems Track

**Diploma:** Construction Technology Diploma, Alternative Energy Systems Track

**Length:** Five semesters

**Purpose:** Consumer and commercial demand for green energy systems (driven by tax credits and other energy incentives) continues to grow, as will the need for tradesman and contractors versed in green technology applications, including solar, wind, geothermal, and energy conservation (weatherization). The Alternative Energy Diploma track (with an integrated Solar



Installer Career Studies Certificate) provides green energy training for contractors and tradesman and a pathway that can lead to a number of Construction and Energy related credentials including the Alternative Energy Systems (AES) Contractor Licensure endorsement, North American Board of Certified Energy Providers (NABCEP) Entry Level Solar PV training, and the OSHA 10-30 Construction Industry Safety Training.

### Occupational Objectives:

Contractor Endorsement (Alternative Energy Systems) Entry Level Solar PV/Solar Thermal Installer

**Admission Requirements:** In addition to the admission requirements established for the college, entry into the Construction Technology Diploma Program requires competency in English ENF 1 and [Math Essentials](#) MTE 1-3 as demonstrated through the placement and diagnostic tests, or by satisfactorily completing the required ENF or MTE units or equivalent.

The following list is a suggested sequence in which students may plan their class schedules to ensure graduation in two years.

Course Number	Course Title	Lect. Hrs.	Lab Hrs.	Course Cr.
First Semester				
BLD 110	Introduction to Construction	3	0	3
ELE 115*	Basic Electricity	3	0	3
ENE 100*	Conventional and Alternate Energy Applications	3	3	4
SDV 100	College Success Skills	1	0	1
BLD 215	OSHA 30 Construction Safety	2	0	2
Suggested Credits & Hours for Semester		12	3	13
Second Semester				
BLD 105	Shop Practices and Procedures	2	3	2
ENE 105*	Solar Thermal & Passive Tech	3	3	4
BLD 111	Blueprint Reading and Building Code	2	2	3
ENG 100	Basic Occupational Comm.	3	0	3
BLD 200	Sustainable Construction	3	0	3
Suggested Credits & Hours for Semester		13	8	15
Summer Semester				
BLD 190*	Coordinated Internship			
or				
BLD 198*	Seminar and Project	0	9	3
Suggested Credits & Hours for Semester		0	9	3
Third Semester				
BLD 101	Construction Management I	3	0	3

Elective	Core Elective**	3	0	3
ENE 99*	Supervised Study in Alternative Energy	1	3	2
ENE 120*	Solar Power-Photovoltaic and Thermal	3	3	4
MTH 103	Applied Technical Mathematics I	3	0	3
Suggested Credits & Hours for Semester		13	6	15

#### Fourth Semester

ENE 110*	Solar Power Installations	3	3	4
BLD 290*	Coordinated Internship			
or				
BLD 298*	Seminar and Project	0	9	3
ENE 199	Supervised Study in Alternative Energy	3	3	4
MTH 104	Applied Technical Math II	3	0	3
Suggested Credits & Hours for Semester		9	15	14

Total Minimum Credits Required for this Curriculum ..... 60

<sup>1</sup>Integrated 24 credit Solar Installer Career Studies Certificate

\*\*Core Electives Include BLD 140, BLD 141, BLD 142, ELE 110, ELE 127, AIR 121, AIR 122

**NOTE:** Students may only earn **ONE** Construction Technology Diploma. Completion of additional coursework in multiple Construction Technology tracks **MAY** lead to the awarding of Career Studies Certificates in the other tracks if appropriate. Consult with your faculty advisor if you wish to earn multiple awards.

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## Construction Technology: Carpentry Track

**Diploma:** Construction Technology, Carpentry Track  
**Length:** Five semesters

**Purpose:** A shortage of qualified workers in construction carpentry and framing has created the need for trained personnel in the construction industry. The Construction Technology Carpentry Diploma track is designed for those seeking entry level employment as construction contractors, carpenters, and building framers. The Carpentry Diploma (including the integrated Carpentry Career Studies Certificate) provides building and construction training based on the current Virginia adoption of the International Building Code (IRC). In addition, the track provides training and a pathway that can lead to a number of construction related credentials including Contractor Licensure and OSHA 10-30 Construction Industry Safety Training.

## Occupational Objectives:

Contractor (Home Improvement Contractor HIC)

Entry Level Carpenter

Entry Level Building Framer

**Admission Requirements:** In addition to the admission requirements established for the college, entry into the Construction Technology Diploma Program requires competency in English ENF 1 and [Math Essentials](#) MTE 1-3 as demonstrated through the placement and diagnostic tests, or by satisfactorily completing the required ENF or MTE units or equivalent.

The following list is a suggested sequence in which students may plan their class schedules to ensure graduation in two years.

Course Number	Course Title	Lect. Hrs.	Lab Hrs.	Course Cr.
<b>First Semester</b>				
BLD 99*	Supervised Study in Carpentry	0	3	1
BLD 110	Introduction to Construction	3	0	3
BLD 131*	Carpentry Framing I	3	4	5
BLD 215	OSHA Construction Safety	2	0	2
SDV 100	College Success Skills	1	0	1
Suggested Credits & Hours for Semester		9	7	12
<b>Second Semester</b>				
BLD 105	Shop Practices and Procedures	2	3	2
BLD 111	Blueprint Reading and Building Code	2	2	3
ENG 100	Basic Occupational Comm	3	0	3
BLD 132*	Carpentry Framing II	3	4	5
BLD 200	Sustainable Construction	3	0	3
Suggested Credits & Hours for Semester		13	6	16
<b>Summer Semester</b>				
BLD 190*	Coordinated Internship			
or				
BLD 198*	Seminar and Project	0	9	3
Suggested Credits & Hours for Semester		0	9	3
<b>Third Semester</b>				
BLD 101	Construction Management I	3	0	3
BLD 133	Carpentry Framing III	3	4	5
BLD 199	Supervised Study in Carpentry	0	2	1
Elective**	Core Elective	3	0	3
MTH 103	Applied Technical Mathematics I	3	0	3
Suggested Credits & Hours for Semester		12	6	15
<b>Fourth Semester</b>				
BLD 39	Building Codes for Carpenters	3	0	3
BLD 134*	Carpentry Framing IV	3	4	5
BLD 290	Coordinated Internship			
or				
BLD 298	Seminar and Project	0	9	3

MTH 104 Applied Technical

Mathematics II	3	0	3
Suggested Credits & Hours for Semester	9	13	14

**Total Minimum Credits Required for this Curriculum .....60**

\*Integrated 24 credit Carpentry Career Studies Certificate

\*\*Core Electives: AIR 121, AIR 122, BLD 149, BLD 141, BLD 142, ELE 110, ELE 115, ELE 127

**NOTE:** Students may only earn **ONE** Construction Technology Diploma. Completion of additional coursework in multiple Construction Technology tracks **MAY** lead to the awarding of Career Studies Certificates in the other tracks if appropriate. Consult with your faculty advisor if you wish to earn multiple awards.

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## Construction Technology: Electrical

**Diploma:** Construction Technology Diploma, Electrical Track

**Length:** Five semesters

**Purpose:** A shortage of qualified electricians, residential wire installers, and workers in the electrical trades has created the need for trained personnel in the construction industry. The Construction Technology Electrical Diploma track is designed for those seeking entry level employment in the Electrical Trades and is a pathway to Virginia Tradesman Licensure. Successful completion of the two year Construction Technology Electrical Diploma meets eligibility requirements for those seeking Virginia Tradesman Licensure. In addition, a minimum of two years of documented work experience in the trade is required for licensure. The Electrical Diploma (including the integrated Electrical Trades Career Studies Certificate) provides training based on the current Virginia adoption of the National Electric Code (NEC). In addition, the track provides training and a pathway that can lead to a number of construction related credentials including Contractor Licensure, OSHA 10-30 Construction Industry Safety Training, and NABCEP Entry Level PV Installer Testing.

## Occupational Objectives:

Journeyman Electrician Tradesman

Entry Level Electrical Trades Worker

Entry Level Residential Wiring Installer

**Admission Requirements:** In addition to the admission requirements established for the college, entry into the Construction Technology Diploma Program requires competency in English ENF 1 and [Math Essentials](#) MTE 1-3 as demonstrated through the placement and diagnostic tests, or by satisfactorily completing the required ENF or MTE units or equivalent.

The following list is a suggested sequence in which students may plan their class schedules to ensure graduation in two years.

Course Number	Course Title	Lect. Hrs.	Lab Hrs.	Course Cr.
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#### First Semester

BLD 110	Introduction to Construction	3	0	3
ELE 110*	Home Electric Power	2	2	3
ELE 115*	Basic Electricity	3	0	3
BLD 215	OSHA 30 Construction Safety	2	0	2
SDV 100	College Success Skills	1	0	1
Suggested Credits & Hours for Semester		11	2	12

#### Second Semester

BLD 105	Shop Practices and Procedures	2	3	2
ELE 127*	Residential Wiring Methods	2	3	3
ENG 100	Basic Occupational Communication	3	0	3
BLD 111	Blue Print Reading & Building Code	2	2	3
BLD 200	Sustainable Construction	3	0	3
Suggested Credits & Hours for Semester		12	8	14

#### Summer Semester

BLD 190*	Coordinated Internship			
or				
BLD 198*	Seminar and Project	0	9	3
ELE 99*	Supervised Study in Electricity	2	3	3
Suggested Credits & Hours for Semester		2	12	6

#### Third Semester

BLD 101	Construction Management I	3	0	3
Elective**	Core Elective	3	0	3
ELE 173*	Commercial Wiring Methods	2	2	3
ENE 120	Solar Power-Photovoltaic and Thermal	3	3	4
MTH 103	Applied Technical Mathematics I	3	0	3
Suggested Credits & Hours for Semester		14	5	16

#### Fourth Semester

BLD 290	Coordinated Internship			
or				
BLD 298	Seminar and Project	0	9	3
ELE 135*	National Electrical Code--Residential	2	2	3

ELE 151*	Electrical Troubleshooting	2	3	3
MTH 104	Applied Technical Mathematics II	3	0	3
Suggested Credits & Hours for Semester		7	14	12

**Total Minimum Credits Required for this Curriculum ..... 60**

\* Integrated 24 credit Electrical Trades Career Studies Certificate

\*\*Core Electives: AIR 121, AIR 122, BLD 140, BLD 141, BLD 142

**NOTE:** Students may only earn **ONE** Construction Technology Diploma. Completion of additional coursework in multiple Construction Technology tracks **MAY** lead to the awarding of Career Studies Certificates in the other tracks if appropriate. Consult with your faculty advisor if you wish to earn multiple awards.

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## Construction Technology: Heating, Ventilation and Air Conditioning (HVAC)

**Diploma:** Construction Technology Diploma, HVAC Track

**Length:** Five semesters

**Purpose:** A shortage of qualified HVAC technicians, Mechanical (HVAC) Tradesman, and workers with Heating, Ventilation and Air Conditioning experience has created the need for trained personnel in the construction industry. The Construction Technology HVAC Diploma track is designed for those seeking entry level employment in the Mechanical (HVAC) Trades and is a pathway to Virginia Tradesman Licensure. Successful completion of the two year Construction Technology HVAC Diploma meets eligibility requirements for those seeking Virginia Tradesman Licensure. In addition, a minimum of two years of documented work experience in the trade is required for licensure. The HVAC Diploma (including the integrated HVAC Career Studies Certificate) provides training based on the current Virginia adoption of the Mechanical Code. In addition, the track provides training and a pathway that can lead to a number of construction related credentials including Contractor Licensure, OSHA 10-30 Construction Industry Safety Training, NABCEP Entry Level Solar Thermal Installer Testing, and EPA 608/410A Certification.

## Occupational Objectives:

Journeyman Mechanical (HVAC) Tradesman  
Entry Level Air Conditioning Service Technician  
Entry Level Mechanical Trades Worker

**Admission Requirements:** In addition to the admission requirements established for the college, entry into the Construction Technology Diploma Program requires competency in English ENF 1 and [Math Essentials](#) MTE 1-3 as demonstrated through the placement and diagnostic tests, or by satisfactorily completing the required ENF or MTE units or equivalent.

The following list is a suggested sequence in which students may plan their class schedules to ensure graduation in two years.

Course Number	Course Title	Lect. Hrs.	Lab Hrs.	Course Cr.
<b>First Semester</b>				
AIR 121*	Air Conditioning and Refrigeration I	2	3	3
BLD 110	Introduction to Construction	3	0	3
ELE 115*	Basic Electricity	3	0	3
SDV 100	College Success Skills	1	0	1
BLD 215	OSHA 30 Construction Safety	2	0	2
Suggested Credits & Hours for Semester		11	3	12
<b>Second Semester</b>				
AIR 122*	Air Conditioning and Refrigeration II	2	3	3
BLD 105	Shop Practices and Procedures	2	3	2
ENG 100	Basic Occupational Communication	3	0	3
BLD 111	Blueprint Reading and Building Code	2	2	3
BLD 200	Sustainable Construction	3	0	3
Suggested Credits & Hours for Semester		12	8	14
<b>Summer Semester</b>				
AIR 99*	Supervised Study in HVAC	0	3	1
BLD 190*	Coordinated Internship			
or				
BLD 198	Seminar and Project	0	9	3
Suggested Credits & Hours for Semester		0	12	4
<b>Third Semester</b>				
AIR 126*	Electrical and Control Systems	1	3	2
AIR 235*	Heat Pumps	2	2	3
BLD 101	Construction Management I	3	0	3
ENE 105	Solar Thermal Active and Passive Technology	3	3	4
MTH 103	Applied Technical Math I	3	0	3
Suggested Credits & Hours for Semester		12	8	15
<b>Fourth Semester</b>				
AIR 158*	Mechanical Codes	2	0	2

AIR 159*	Heating and Cooling Safety	1	0	1
AIR 165*	Air Conditioning Systems I	2	3	3
Elective	Core Elective	3	0	3
BLD 290	Coordinated Internship			
or				
BLD 298	Seminar and Project	0	9	3
MTH 104	Applied Technical Math II	3	0	3
Suggested Credits & Hours for Semester		11	12	15

**Total Minimum Credits Required for this Curriculum .....60**

\* *Integrated 24 credit HVAC Career Studies Certificate*

\*\* *Core Electives: ELE 110, ELE 127, BLD 140, BLD 141, BLD 142*

**NOTE:** Students may only earn **ONE** Construction Technology Diploma. Completion of additional coursework in multiple Construction Technology tracks **MAY** lead to the awarding of Career Studies Certificates in the other tracks if appropriate. Consult with your faculty advisor if you wish to earn multiple awards.

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## Construction Technology: Plumbing

**Diploma:** Construction Technology Diploma, Plumbing Track

**Length:** Five semesters

**Purpose:** A shortage of qualified plumbers, residential and commercial, and workers in the plumbing trades has created the need for trained personnel in the construction industry. The Construction Technology Plumbing Diploma track is designed for those seeking entry level employment in the Plumbing Trades and is a pathway to Virginia Tradesman Licensure. Successful completion of the two year Construction Technology Plumbing Diploma meets eligibility requirements for those seeking Virginia Tradesman Licensure. In addition, a minimum of two years of documented work experience in the trade is required for licensure. The Plumbing Diploma (including the integrated Plumbing Trades Career Studies Certificate) provides training based on the current Virginia adoption of the Plumbing code. In addition, the track provides training and a pathway that can lead to a number of construction related credentials including Contractor Licensure, and OSHA 10-30 Construction Industry Safety Training.

## Occupational Objectives:

Journeyman Plumbing Tradesman  
Entry Level Plumber Helper  
Entry Level Plumbing Trades Worker



**Admission Requirements:** In addition to the admission requirements established for the college, entry into the Construction Technology Diploma Program requires competency in English ENF 1 and Math Essentials MTE 1-3 as demonstrated through the placement and diagnostic tests, or by satisfactorily completing the required ENF or MTE units or equivalent.

The following list is a suggested sequence in which students may plan their class schedules to ensure graduation in two years.

Course Number	Course Title	Lect. Hrs.	Lab Hrs.	Course Cr.
<b>First Semester</b>				
BLD 140*	Principles of Plumbing Trades	3	0	3
BLD 110	Introduction to Construction	3	0	3
BLD 141*	Principles of Plumbing Trades II	3	0	3
SDV 100	College Success Skills	1	0	1
BLD 215	OSHA 30 Construction Safety	2	0	2
Suggested Credits & Hours for Semester		12	0	12
<b>Second Semester</b>				
BLD 105	Shop Practices and Procedures	2	3	3
BLD 142*	Prncpls of Plumbing Trades III	3	0	3
ENG 100	Basic Occupational Communication	3	0	3
BLD 111	Blueprint Reading and Building Code	2	2	3
BLD 200	Sustainable Construction	3	0	3
Suggested Credits & Hours for Semester		13	5	14
<b>Summer Semester</b>				
BLD 144*	Plumbing Code & Cert. Prep	3	0	3
BLD 190*	Coordinated Internship			
or				
BLD 198	Seminar and Project	0	9	3
Suggested Credits & Hours for Semester		3	9	6
<b>Third Semester</b>				
BLD 101	Construction Management I	3	0	3
Elective**	Core Elective	3	0	3
ENE 105	Solar Thermal Active and Passive Technology	3	3	4
MTH 103	Applied Technical Math I	3	0	3
BLD 195	Topics in Plumbing	3	0	3
Suggested Credits & Hours for Semester		15	3	16
<b>Fourth Semester</b>				
Elective**	Core Elective	3	0	3
BLD 290	Coordinated Internship			
or				
BLD 298	Seminar and Project	0	9	3
BLD 143*	Plumbing & Blueprint Reading	3	0	3
MTH 104	Applied Technical Math II	3	0	3
Suggested Credits & Hours for Semester		9	9	12

**Total Minimum Credits Required for this Curriculum ..... 60**

\* Integrated 24 credit Plumbing Career Studies Certificate

\*\* Core Electives: ELE 110, ELE 115, ELE 127, AIR 121, AIR 122

**NOTE:** Students may only earn **ONE** Construction Technology Diploma. Completion of additional coursework in multiple Construction Technology tracks **MAY** lead to the awarding of Career Studies Certificates in the other tracks if appropriate. Consult with your faculty advisor if you wish to earn multiple awards.

## Corrections

**Certificate:** Protective Services Technology with a major in Corrections

**Length:** Two-semester (one-year) program

**Purpose:** There is a growing community interest in developing adequate corrections facilities staffed with properly trained personnel. The certificate program is designed for people who are preparing themselves to enter the field of corrections and to upgrade the professional ability of practitioners in corrections.

**Occupational Objectives:** Local, State, and Federal Corrections Officers and advancement within the profession.

**Admission Requirements:** In addition to the admission requirements established for the college, entry into the Corrections program requires a personal interview with a member of the faculty of the Administration of Justice major and competency in English and [Math Essentials](#) MTE 1-2 as demonstrated through the placement and diagnostic tests, or by satisfactorily completing the required MTE units or equivalent.

**Program Requirements:** For those persons wishing to improve their skills in the corrections field, the corrections curriculum provides the needed concentration of courses. Students will be advised as to which courses are most applicable to their field of interest and upon successful completion of the two-semester curriculum will be awarded a Certificate in Protective Services Technology with a major in Corrections.

The following list is a suggested sequence in which students may plan their class schedules to ensure graduation in one year.

Course Number	Course Title	Lect. Hrs.	Lab Hrs.	Course Cr.
<b>First Semester</b>				
ADJ 100	Survey of Criminal Justice	3	0	3
ADJ 146	Adult Correctional Institutions	3	0	3
ADJ 228	Narcotics & Dangerous Drugs	3	0	3
ENG 137 <sup>1</sup>	Communication Processes I	3	0	3
SOC 200	Principles of Sociology	3	0	3
SDV 100	College Success Skills	1	0	1
Suggested Credits & Hours for Semester		16	0	16

**Second Semester**

ADJ 107	Survey of Criminology	3	0	3
ADJ 145	Corrections & the Community	3	0	3
ADJ 241	Correctional Law I	3	0	3
CST 110	Intro. to Communication	3	0	3
Elective <sup>2</sup>	Soc./Behavioral Science	3	0	3
Elective <sup>2</sup>	Soc./Behavioral Science	3	0	3
Suggested Credits & Hours for Semester		18	0	18

**Total Minimum Credits Required for this Curriculum .....34**

<sup>1</sup>Students may take [ENG 111](#).

<sup>2</sup>Courses may be chosen from the [Social Science General Electives](#).

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## Corrections Science

**Degree:** Associate of Applied Science in Protective Services Technology with a major in Corrections Science

**Length:** Four-semester (two-year) program

**Purpose:** The associate degree program will produce correctional staff personnel who possess both a knowledge of the operational aspects of the corrections field and an understanding of the methods used to manage, treat, and counsel inmates.

**Occupational Objectives:** Local, State and Federal Corrections Officers, Community Corrections

**Admission Requirements:** In addition to the general requirements for admission to the college, entry into the Corrections Science program requires the following:

1. A personal interview with a member of the Administration of Justice Faculty.
2. Competency in English and [Math Essentials](#) MTE 1-3 as demonstrated through the placement and diagnostic tests, or by satisfactorily completing the required MTE units or equivalent.
3. Other factors to consider are physical condition,

hearing, color vision, sight, weight, and moral character.

**Program Requirements:** Approximately one-half of the curriculum will include courses in Administration of Justice with the remaining courses in related areas, general education, and electives. Instruction will include both the theoretical concepts and the practical applications needed for future success in corrections or related activities. Students are urged to consult with their faculty advisor and the Student Services Office in planning their program and selecting electives. Upon satisfactory completion of the four-semester program, the graduate will be awarded the Associate of Applied Science Degree with a major in Corrections Science.

A coordinated internship is required of all students working toward the Associate Degree in Corrections Science unless waived by the college in lieu of approved course work, provided student is or has been employed by a criminal justice agency. The program is designed to broaden the classroom experience through assignment in public governmental criminal justice agencies for 180 hours during one semester. Students should gain first-hand knowledge and greater understanding of the network of criminal justice agencies and of how they serve the community. Students should also integrate and apply knowledge, theory, and understanding derived from foundation courses to the practical solutions to problems encountered during their internship.

The following list is a suggested sequence in which students may plan their class schedules to ensure graduation in two years.

Course Number	Course Title	Lect. Hrs.	Lab Hrs.	Course Cr.
<b>First Semester</b>				
ADJ 100	Survey of Criminal Justice	3	0	3
ADJ 146	Adult Correctional Institutions	3	0	3
ADJ 228	Narcotics & Dangerous Drugs	3	0	3
ENG 137 <sup>1</sup>	Communication Processes I	3	0	3
HLT/PED <sup>2</sup>	Health or Physical Education	1	0	1
SOC 200	Principles of Sociology	3	0	3
SDV 100	College Success Skills	1	0	1
Suggested Credits & Hours for Semester		17	0	17
<b>Second Semester</b>				
ADJ 107	Survey of Criminology	3	0	3
ADJ 145	Corrections & The Community	3	0	3
MTH 120	Introduction to Mathematics	3	0	3
CST 110	Intro. to Communication	3	0	3
Elective <sup>3</sup>	Humanities/Fine Arts Elective	3	0	3
Elective <sup>4</sup>	Soc./Behavioral Science	3	0	3
Suggested Credits & Hours for Semester		18	0	18

**Third Semester**

ADJ 105	The Juvenile Justice System	3	0	3
ADJ 211	Criminal Law, Evidence, Procedures I	3	0	3
ADJ 245	Management of Correctional Facilities	3	0	3
PSY 250	Law Enforcement Psychology	3	0	3
Elective	Elective	3	0	3
Suggested Credits & Hours for Semester		15	0	15

**Fourth Semester**

ADJ 212	Criminal Law, Evidence, Procedures II	3	0	3
ADJ 241	Correctional Law I	3	0	3
ADJ 290	Coordinated Internship	0	12	4
ITE 115	Introduction to Computer Applications & Concepts	3	0	3
Elective <sup>4</sup>	Soc./Behavioral Science	3	0	3
Suggested Credits & Hours for Semester		12	12	16

**Total Minimum Credits Required for this Curriculum ..... 66**

<sup>1</sup>Students who desire transferable credits must take ENG 111 and CST 110 in place of ENG 137.

<sup>2</sup>HLT 143 does not meet HLT/PED degree requirement.

<sup>3</sup>Courses may be chosen from the Transfer Humanities Electives.

<sup>4</sup>Courses may be chosen from the Social Science General Electives.

## Cybersecurity

**Degree:** Certificate in Cybersecurity

**Length:** Four-semester (two-year) program

**Purpose:** This curriculum is designed for those who seek employment in the field of Cyber Security (information assurance), for those who are presently in IT or a security field and who desire to increase their knowledge and update their skills, and for those who must augment their abilities in other fields with knowledge and skills in information security.

### Occupational Objectives:

Information Security Analyst

**Admission Requirements:** In addition to the admission requirements established for the college, entry into the program requires competency in English and Math Essentials MTE 1-3 as demonstrated through the placement and diagnostic tests, or by satisfactorily completing the required MTE units or equivalent.

**Program Requirements:** The curriculum includes technical courses in Cyber Security as well as related courses in Information Technology and general education. Instruction includes both the theoretical concepts and practical applications required for success in the field of Cyber Security. The student is urged to

consult with the Student Services Office and his or her faculty advisor in planning his program. Upon successful completion of the four-semester program, the graduate will be awarded a Certificate in Cyber Security.

The following list is a suggested sequence in which students may plan their class schedules to ensure graduation in two years.

Course Number	Course Title	Lect. Hrs.	Lab Hrs.	Course Cr.
<b>First Semester</b>				
ENG 111	College Composition I	3	0	3
ITE 115	Intro. to Computer Applications and Concepts	3	0	3
ITN 200	Admin of Network Resources	3	0	3
SDV 100	College Success Skills	1	0	1
Suggested Credits & Hours for Semester		10	0	10

**Second Semester**

MTH 141	Business Mathematics I	3	0	3
ITN 101	Intro. to Network Concepts	3	0	3
ITN 170	Linux Sys Admin	3	0	3
OR				
ITN 171	Unix 1			
Suggested Credits & Hours for Semester		9	0	9

**Third Semester**

ITN 260	Network Security Basics	3	0	3
ITN 261	Network Attacks, Computer Crime & Hacking	4	0	4
ITN 262	Network Comm, Security, & Administration	4	0	4
Suggested Credits & Hours for Semester		11	0	11

**Fourth Semester**

ITN 263	Internet/Intranet Firewalls & E-Commerce Security	4	0	4
ITN 266	Network Security Layers	3	0	3
ITN 267	Legal Topics in Network Security	3	0	3
Suggested Credits & Hours for Semester		10	0	10

**Total Minimum Credits Required for this Curriculum ..... 40**

## Dental Hygiene

**Degree:** Associate of Applied Science in Dental Hygiene with a major in Dental Hygiene

**Length:** Five-semester (two-year program)

**Purpose:** The two-year program is designed to prepare the student as a skilled, educated health care provider with the knowledge and skills necessary to become part of the dental health team. At the successful completion of the two-year program, graduates will be eligible to sit for national and regional examinations in dental hygiene

leading to licensure as a registered dental hygienist.

**Program Notes:** The program in Dental Hygiene is accredited by the Commission on Dental Accreditation of the American Dental Association, a specialized accrediting body recognized by the Council on Postsecondary Accreditation and by the United States Department of Education.

Individuals who have a felony or misdemeanor conviction may not be allowed to take the licensing examination. The Virginia Board of Dentistry makes this decision. Any questions regarding this issue may be directed to the board at (804) 662-9906.

**Occupational Objectives:** A licensed dental hygienist, working under the general supervision of a dentist, may work in general or specialized dental offices, clinics, public health agencies, or teaching institutions.

**Minimum Admission Requirements:** (Please see the information below concerning selective admission.)

Applicants must be high school graduates or the equivalent. In order to meet the admission requirements, the applicant must have completed:

1. A WCC application (including all high school and college transcripts or a copy of GED by February 15.
2. Competency in English and Math Essentials MTE 1-4 as demonstrated through the placement and diagnostic tests, or by satisfactorily completing the required MTE units or equivalent.
3. High school biology or equivalent (one unit) with at least "C".
4. High school chemistry or equivalent (one unit) with at least "C".
5. A 2.0 average for high school courses or a 2.0 cumulative average for all college coursework.
6. Shadowing hours; 16 observation hours to be completed by Feb. 15.
7. Take the Testing Essential Academic Skills test (TEAS) by Feb. 15.
8. It is highly encouraged these courses be completed before entering dental hygiene program; BIO 141, BIO 142, and BIO 150.

**\*\*If the student has completed a minimum of 12 college credits that are included in calculating the college GPA (non-developmental courses), the 2.0 high school GPA requirement will be waived.**

**Program Requirements:** Upon admission, the student must have a complete medical examination, which must include a 2-step tuberculin skin test, a profile of medical condition, designated immunizations, and documentation of HBV and Varicella status. A chest x-ray is required only if the tuberculin test is positive. Costs for the medical examination and all necessary testing will be the responsibility of the student. Students must show evidence of current CPR Certification (Health Care Provider level) prior to the beginning of the fall term of each year. During the course of the program, the dental hygiene faculty will carefully observe and evaluate the student's suitability for Dental Hygiene.

Background checks for criminal history and sex offender crimes and urine drug screens are required for admission to treat patients. Students with convictions and/or positive tests may be prohibited from clinical practice and may not complete the program. Any student with unfavorable findings on the background check will be referred to the WCC Threat Assessment Team to determine if the conviction prohibits the student from being admitted to the program. Costs for criminal background checks and urine drug screens will be the responsibility of the student.

Students enrolled in the program are responsible for transportation to and from agencies utilized for clinical experiences; purchase of student uniforms and accessories and purchase of required student instrument kits. Information about projected instruments and program cost is available through the program director.

A minimum of "C" must be maintained in each Dental Hygiene program course. A minimum of "C" must be maintained in BIO 141-142, Human Anatomy & Physiology, BIO 150, Microbiology, ENG 111, HUM ELE, PSY 230 and SDV 100. Once admitted to the program, students must take and successfully complete all courses in the sequence stated, including non-dental hygiene courses. If unsuccessful in any course, the student will not be allowed to return to the Dental Hygiene program until the following year. The student must demonstrate a desire and capability of providing quality dental health care to patients.

**Program Readmission:** A student receiving a final grade lower than "C" in any of the dental hygiene (DNH series) BIO 141, BIO 142, BIO 150, ENG 111, HUM ELE, PSY 230 and SDV 100 courses will be ineligible to continue in the program. Students readmitted to the program are eligible to repeat a course, however, a dental



hygiene course must be repeated during the semester in which it is offered. The student may not continue with other required dental hygiene courses until the course is repeated. In order to resume the dental hygiene course sequence a student must successfully meet the following criteria:

1. Apply in writing to the Dental Hygiene program director at least one semester before the requested readmission date for permission to repeat in which a grade below "C" was awarded.
2. Have at least a 2.0 cumulative GPA at the time of application for readmission.
3. Interview with dental hygiene faculty to discuss the following subjects:

(a) personal and professional factors which may have an influence on the student's successful completion of the program;

(b) academic or professional activities in which student may have engaged since interruption of program studies.

Readmission to the Dental Hygiene program is contingent upon the availability of a clinical slot in the desired class. Students readmitted to the program are responsible for any and all program requirements revisions made during their absence. If a student is unsuccessful and returns to the program, no clinical requirements will be carried over from previous clinical sessions. If the student is unsuccessful after two attempts, the student will no longer be eligible for re-admission to the program. After beginning the program, it must be completed within four years. Notification of readmissions to the program will be made three to four weeks prior to the readmissions date.

Students desiring to transfer from another Dental Hygiene program must submit official transcripts to the Admissions office for credit evaluation. Students may be required to repeat courses or to complete evaluative testing for credits earned more than 10 years ago.

The following list is a suggested sequence in which students may plan their class schedules to ensure graduation in two years.

Course Number	Course Title	Lect. Hrs.	Lab Hrs.	Course Cr.
<b>First Semester</b>				
BIO 141	Human Anatomy & Physiology I	3	3	4

DNH 111	Oral Anatomy	2	0	2
DNH 115	Histology/Head and Neck Anatomy	3	0	3
DNH 120	Management of Emergencies	2	0	2
DNH 141	Dental Hygiene I	3	6	5
SDV 100	College Success Skills	1	0	1
Suggested Credits & Hours for Semester		14	9	17

### Second Semester

BIO 142	Human Anatomy & Physiology II	3	3	4
DNH 130	Oral Radiography for the Dental Hygienist	2	3	3
DNH 142	Dental Hygiene II	2	9	5
DNH 145	General and Oral Pathology	2	0	2
DNH 146	Periodontics for the Dental Hygienist	2	0	2
Suggested Credits & Hours for Semester		11	15	16

### Third Semester

BIO 150	Introduction to Microbiology	3	3	4
DNH 143	Dental Hygiene III	2	6	4
DNH 216	Pharmacology	2	0	2
Suggested Credits & Hours for Semester		7	9	10

### Fourth Semester

DNH 150	Nutrition	2	0	2
DNH 214	Practical Dental Materials for Dental Hygiene	1	2	2
DNH 226	Public Health Dental Hygiene I	2	0	2
DNH 235	Management of Dental Pain & Anxiety in Dental Office	1	2	2
DNH 244	Dental Hygiene IV	1	12	5
PSY 230	Developmental Psychology	3	0	3
Suggested Credits & Hours for Semester		10	16	16

### Fifth Semester

DNH 227	Public Health Dental Hygiene II	0	3	1
DNH 230	Office Practice and Ethics	1	0	1
DNH 245	Dental Hygiene V	1	12	5
ENG 111	College Composition I	3	0	3
HUM ELE <sup>1</sup>	Humanities Elective	3	0	3
Suggested Credits & Hours for Semester		8	15	13

### Total Minimum Credits Required for this Curriculum ..... 72

*Recommended Courses: The following courses are recommended by the program faculty to strengthen academic preparation: Medical Terminology, ENG 112 and CST 110.*

<sup>1</sup>Courses may be chosen from the *Transfer Humanities Electives*.

# EMT-Paramedics

(Cooperative Program with Southwest Virginia Community College)

**Degree:** Associate of Applied Science with a major in Emergency Medical Technician-Paramedics.

**Length:** Five semesters

**Purpose:** The purpose of this curriculum is to produce competent entry-level Emergency Medical Technician-Paramedics (EMT-P) who can service the community with advanced life support care via the Emergency Medical Services (EMS) infrastructure. Upon completion of the program, students will be eligible for National Registry testing and certification in the Commonwealth of Virginia. Employment opportunities for Paramedics are available with ambulance; fire and rescue services; hospitals; local, state and federal government agencies; and humanitarian relief organizations.

**Program Goals:** At the completion of the program the graduate will be able to demonstrate:

- the ability to comprehend, apply, and evaluate the clinical information relative to his role as an entry-level paramedic;
- technical proficiency in all skills necessary to fulfill the role of an entry-level paramedic;
- personal behaviors consistent with professional and employer expectations for the entry-level paramedic.

**Admission Requirements:** Students must apply to this program through Southwest Virginia Community College. Prior to the starting program courses, the applicant must: (1) meet eligibility requirements as stipulated by the Virginia Office of EMS; and (2) meet the college's general admission requirements. For specific program entrance requirements contact Bill Akers at (276) 964-7729 or [bill.akers@sw.edu](mailto:bill.akers@sw.edu) or visit <http://www.sw.edu>.

**Accreditation:** This program is accredited nationally by the [Commission on Accreditation of Allied Health Educational Programs \(CAAHEP\)](#).

**Selection Process:** To be eligible for selection to the program, interested persons should complete the following process by May 10:

1. Submit a college admission application;

2. Submit an application to the program (separate document) with required attachments;
3. Take the Virginia placement test (or submit SAT or ACT scores);
4. Have transcripts of previous college courses sent to the college.

At this time the first round of students will be selected. Selection will be based on previous college coursework, interview, entrance exam and college placement reading scores. A score of 61 on the COMPASS or comparable score on the SAT, or ACT is required for first round selection. Should openings still be available, persons who apply or meet requirements after May 10, or score lower than cut score on the reading exam will be considered.

## Physical Requirements:

An EMS provider is faced with many physical and psychological challenges. Please refer to the Office of Emergency Medical Services website for a more detailed functional job description: <http://www.vdh.virginia.gov/OEMS/Training/TPAM/Appendix/ALS%20Part%20II.pdf>, Pages 14-16.

## Academic Requirements:

Students must make a "C" or better in all program core courses. Any student receiving a grade less than "C" will be placed on programmatic academic probation. That course shall be remediated. Remediated courses must be completed with a final grade of "C" or better.

## Clinical and Behavioral Requirements:

Selected and supervised student experience is required by the program and will be accomplished at selected regional health care facilities. The student is responsible for transportation to these facilities, as well as to any scheduled field trips. Program preceptors will observe and evaluate the student's suitability for the profession. If the student does not exhibit those documented behaviors required of the EMS professional, the student might be asked to withdraw from the program.

## Other Requirements:

Applicants accepted to the program are required to submit a health certificate signed by a licensed physician, physician's assistant or RNP and should include documentation of measles, mumps, Rubella (MMR) and chicken pox exposure or inoculations;

documentation of Hepatitis B inoculation; Tuberculosis testing; and overall general health of the applicant. A criminal background check and drug screening is also done to confirm compliance with state regulations. See <http://www.vdh.virginia.gov/OEMS/Training/TPAM/Forms/Training%20Programs%20Summary.pdf>, Pages 7-8.

The purchase of items such as uniforms, liability insurance and other accessories is the financial responsibility of the individual student. Students who elect to take support courses recommended by the Program Director prior to formal acceptance into the program will find this activity to be advantageous in subsequent course scheduling.

**Program Contact:** Bill Akers Jr., MS, NREMT, Program Director, (276) 964-7729, [bill.akers@sw.edu](mailto:bill.akers@sw.edu).

The following list is a suggested sequence in which students may plan their class schedules to ensure graduation in two years.

Course Number	Course Title	Lect. Hrs.	Lab Hrs.	Course Cr.
<b>First Semester (Summer)</b>				
EMS 111	Emergency Medical Technician - Basic	5	4	7
EMS 120	EMT-Basic Clinical	0	2	1
SCI*	Anatomy & Physiology (BIO 145)	3	3	4
SDV	Student Development/Orientation	1	0	1
Suggested Credits & Hours for Semester		9	9	13

#### **Second Semester (Fall)**

EMS 151	Intro. to Advanced Life Support	3	2	4
EMS 170	ALS Internship I	0	3	1
EMS 153	Basic ECG Recognition	2	0	2
EMS 157	ALS-Trauma Care	2	2	3
ENG 111	College Composition I	3	0	3
Suggested Credits & Hours for Semester		10	7	13

#### **Third Semester (Spring)**

EMS 155	ALS-Medical Care	3	2	4
EMS 159	EMS Special Populations	2	2	3
EMS 172	ALS Clinical Internship II	0	3	1
EMS 173	ALS Field Internship I	0	3	1
ITE	Computer Elective	3	0	3
SOC	Social Science Elective	3	0	3
Suggested Credits & Hours for Semester		11	10	15

#### **Fourth Semester (Fall)**

EMS 205	Advanced Pathophysiology	4	0	4
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EMS 207	Advanced Patient Assessment	2	2	3
EMS 242	ALS Clinical Internship III	0	3	1
EMS 243	ALS Field Internship II	0	3	1
EMS 201	EMS Professional Development	3	0	3
EMS/FIR/				
HLT	Fire Programs or HLT Elective	3	0	3
Suggested Credits & Hours for Semester		12	8	15

#### **Fifth Semester (Spring)**

EMS 209	Advanced Pharmacology	3	2	4
SOC**	Social Science Elective	3	0	3
EMS 211	Operations	1	2	2
EMS 244	ALS Clinical Internship IV	0	3	1
EMS 245	ALS Field Internship III	0	3	1
HUM***	Humanities Elective	3	0	3
Suggested Credits & Hours for Semester		10	10	14

**Total Minimum Credits Required for this Curriculum .....70**

\*A 4-credit Anatomy & Physiology course. BIO 141-142 or 145 are recommended if the student is planning to transfer to another medically-related program

\* Courses may be chosen from the Social Science General Electives.

\*\*Courses may be chosen from the Transfer Humanities Electives.

## Information Systems Technology

**Degree:** Associate of Applied Science in Information Systems Technology with a major in Information Systems Technology.

**Length:** Four-semester (two-year program)

**Purpose:** The Associate of Applied Science in Information Systems Technology with a major in Information Systems Technology is designed to train students to be skilled information technology specialists. With this curriculum students may complete a specialization in Networking Systems Technology. This two-year Associate of Applied Science degree program prepares students in computer programming languages (Java), computer hardware, operating systems, networking, computer applications (MSOffice), and web page design and applications. This degree program will also prepare students for several computer certifications.

#### **Occupational Objectives:**

Computer Support Specialist  
Information Technology Specialist  
Computer Programmer

Network Support Specialist  
Database Support Specialist  
Internet Support Specialist  
Web-based Programmer

**Admission Requirements:** In addition to the admission requirements established for the college, entry into the Information Systems Technology program requires competency in English and Math Essentials MTE 1-3 as demonstrated through the placement and diagnostic tests, or by satisfactorily completing the required MTE units or equivalent.

The following list is a suggested sequence in which students may plan their class schedules to ensure graduation in two years.

Course Number	Course Title	Lect. Hrs.	Lab Hrs.	Course Cr.
<b>First Semester</b>				
AST 117	Keyboarding for Computer Usage	1	0	1
CST 137	Oral Interpretation	3	0	3
ENG 111	College Composition I	3	0	3
HUM 100	Survey of the Humanities	3	0	3
ITE 105	Careers and Cyber Ethics	2	0	2
ITE 115	Intro. to Computer Applications and Concepts	3	0	3
ITE 131	Survey of Internet Services	2	0	2
SDV 100	College Success Skills	1	0	1
Suggested Credits & Hours for Semester		18	0	18
<b>Second Semester</b>				
CSC 200	Intro. to Computer Science	4	0	4
ITD 110	Web Page Design I	4	0	4
ITE 215	Advanced Computer Applications and Integration	3	0	3
ITN 101	Intro. to Network Concepts	3	0	3
ITN 106	Microcomputer Oper. Systems	3	0	3
Suggested Credits & Hours for Semester		17	0	17
<b>Third Semester</b>				
CSC 201	Computer Science I	4	0	4
ITD 112	Designing Web Page Graphics	3	0	3
ITD 210	Web Page Design II	3	0	3
ITN 107	Personal Computer Hardware & Trouble Shooting	3	0	3
ITN 200	Admin. of Network Resources	3	0	3
Suggested Credits & Hours for Semester		16	0	16
<b>Fourth Semester</b>				
Elective <sup>2</sup>	Accounting, Business or IT	3	0	3
CSC 202	Computer Science II	4	0	4
Elective	Health/Physical Education	1	0	1

Elective <sup>1</sup>	Social Science	3	0	3
ITD 132	Structured Query Language	3	0	3
MTH 141 <sup>3</sup>	Business Mathematics I	3	0	3
Suggested Credits & Hours for Semester		17	0	17

**Total Minimum Credits Required for this Curriculum .....68**

<sup>1</sup>*Social Science may be chosen from SSC 115, SOC 200, or PSY 200.*

<sup>2</sup>*Students may select from the following courses: ACC 211, ACC 212, ACC 215, ACC 221, ACC 222, BUS 100, BUS 116, BUS 201, BUS 205, or ITE 290.*

<sup>3</sup>*Students may substitute MTH 120.*

## Information Systems Technology: Cybersecurity Specialization

**Degree:** Associate of Applied Science in Information Systems Technology with a major in Information Systems Technology and a specialization in Cybersecurity

**Length:** Four-semester (two-year) program

**Purpose:** This curriculum is designed for those who seek employment in the field of Cyber Security (information assurance), for those who are presently in IT or a security field and who desire to increase their knowledge and update their skills, and for those who must augment their abilities in other fields with knowledge and skills in information security.

This curriculum prepares students for the CompTIA Security+ certification and other computer certificates. These skills prepare students to compete in the largest growing area in computer careers.

**Occupational Objectives:**  
Information Security Analyst

**Admission Requirements:** In addition to the admission requirements established for the college, entry into the Information Systems Technology: Cyber Security Specialization program requires competency in English and Math Essentials MTE 1-3 as demonstrated through the placement and diagnostic tests, or by satisfactorily completing the required MTE units or equivalent.

**Program Requirements:** The curriculum includes technical courses in Cyber Security as well as related courses in Information Technology and general education. Instruction includes both the theoretical concepts and practical applications required for success in the field of Cyber Security. The student is urged to consult with the Student Services Office and his or her faculty advisor in planning his program. Upon successful completion of the four-semester program, the graduate will be awarded the Associate of Applied Science



in Information Systems Technology with a major in Information Systems Technology and a specialization in Cyber Security.

The following list is a suggested sequence in which students may plan their class schedules to ensure graduation in two years.

Course Number	Lect. Course Title	Lab	Course Hrs.	Hrs.	Cr.
<b>First Semester</b>					
CST 137	Oral Interpretation		3	0	3
ENG 111	College Composition I		3	0	3
HUM 100	Survey of the Humanities		3	0	3
ITE 105	Careers and Cyber Ethics		2	0	2
ITE 115	Intro. to Computer Applications and Concepts		3	0	3
ITE 131	Survey of Internet Services		2	0	2
SDV 100	College Success Skills		1	0	1
Suggested Credits & Hours for Semester			17	0	17

#### Second Semester

CSC 200	Intro. to Computer Science		4	0	4
ITD 110	Web Page Design I		4	0	4
ITN 101	Intro. to Network Concepts		3	0	3
ITN 170	Linux Sys Admin or				
ITN 171	Unix 1		3	0	3
ITN 106	Microcomputer Oper. Systems		3	0	3
Suggested Credits & Hours for Semester			17	0	17

#### Third Semester

CSC 201	Computer Science I		4	0	4
Elective <sup>1</sup>	Social Science	3	0	3	
ITN 200	Admin. of Network Resources		3	0	3
ITN 260	Network Security Basics		3	0	3
MTH 141 <sup>3</sup>	Business Mathematics I		3	0	3
Elective	Health/Physical Education		1	0	1
Suggested Credits & Hours for Semester			17	0	17

#### Fourth Semester

Elective <sup>2</sup>	Accounting, Business or IT		3	0	3
CSC 202	Computer Science II		4	0	4
ITD 132	Structured Query Language		3	0	3
ITN 261	Network Attacks, Computer Crime & Hacking		4	0	4
ITN 262	Network Comm, Security, & Administration		4	0	4
Suggested Credits & Hours for Semester			18	0	18

Total Minimum Credits Required for this Curriculum.....69

<sup>1</sup>Social Science may be chosen from SSC 115, SOC 200, or PSY 200.

<sup>2</sup>Students may select from the following courses: ACC 211, ACC 212, ACC 215, ACC 221, ACC 222, BUS 100, BUS 116, BUS 201, BUS 205, or ITE 290.

<sup>3</sup>Students may substitute MTH 120.

## Information Systems Technology: Network Administration Specialization

**Degree:** Associate of Applied Science in Information Systems Associate of Applied Science in Information Systems Technology with a major in Information Systems Technology and a specialization in Network Administration

**Length:** Four-semester (two-year) program

**Purpose:** Fundamental changes are occurring in data communications and networking that will impact society for decades to come. Currently, most computer systems are networked in some way; however, in the near future it is estimated that all computers will be networked. This specialization combines the fundamental concepts of data communications and networking with various applications. It provides the skills, knowledge, and practical experience required for employment in one or more of the following occupational objective areas.

This curriculum prepares students for the networking certification and other computer certificates. These skills prepare students to compete in the largest growing area in computer careers.

#### Occupational Objectives:

Data Communication Specialist  
Network Specialist  
Internet/Intranet System Specialist  
Database Support Specialist  
Web-based Programmer

**Admission Requirements:** In addition to the admission requirements established for the college, entry into the Information Systems Technology: Networking Specialization program requires competency in English and Math Essentials MTE 1-3 as demonstrated through the placement and diagnostic tests, or by satisfactorily completing the required MTE units or equivalent.

**Program Requirements:** The curriculum includes technical courses in networking as well as related courses in Information Technology and general education. Instruction includes both the theoretical concepts and practical applications required for success in the field of Networking Technology. The student is urged to consult with the Student Services Office and his or her faculty advisor in planning his program. Upon successful completion of the four-semester program, the graduate will be awarded the Associate

of Applied Science in Information Systems Technology with a major in Information Systems Technology and a specialization in Network Administration Technology.

The following list is a suggested sequence in which students may plan their class schedules to ensure graduation in two years.

Course Number	Course Title	Lect. Hrs.	Lab Hrs.	Course Cr.
<b>First Semester</b>				
Elective <sup>1</sup>	Social Science	3	0	3
ENG 111	College Composition I	3	0	3
HUM 100	Survey of the Humanities	3	0	3
ITE 105	Careers & Cyber Ethics	2	0	2
ITE 115	Intro. to Computer Applications and Concepts	3	0	3
ITE 131	Survey of Internet Svcs	2	0	2
SDV 100	College Success Skills	1	0	1
Suggested Credits & Hours for Semester		17	0	17
<b>Second Semester</b>				
CSC 200	Intro. to Computer Science	4	0	4
ITD 110	Web Page Design I	4	0	4
ITN 101	Intro. to Network Concepts	3	0	3
ITN 106	Microcomputer Oper. Systems	3	0	3
ITN 170	Linux System Admin.			
	or ITN171 Unix 1	3	0	3
Suggested Credits & Hours for Semester		17	0	17
<b>Third Semester</b>				
CSC 201	Computer Science I	4	0	4
CST 137	Oral Interpretation	3	0	3
ITN 200	Admin. of Network Resources	3	0	3
ITN 208	Protocols & Comm. TCP/IP	4	0	4
ITN 260	Network Security Basics	3	0	3
Suggested Credits & Hours for Semester		17	0	17
<b>Fourth Semester</b>				
Elective <sup>2</sup>	Accounting, Bus., or IT Elective	3	0	3
Elective	Health/Physical Education	1	0	1
CSC 202	Computer Science II	4	0	4
ITD 132	Structured Query Language	3	0	3
ITN 245	Network Troubleshooting	3	0	3
MTH 141 <sup>3</sup>	Business Math I	3	0	3
Suggested Credits & Hours for Semester		17	0	17

Total Minimum Credits Required for this Curriculum.....68

<sup>1</sup>Social/Behavioral Science electives may be chosen from SSC 115, SOC 200, PSY 200.

<sup>2</sup>Students may select from the following courses: ACC 211, ACC 212, ACC215, ACC 221, ACC 222, BUS 100, BUS 116, BUS 205, or ITE 290.

<sup>3</sup>Students may substitute MTH 120.

## Law Enforcement

**Certificate:** Protective Services Technology with a major in Law Enforcement

**Length:** Two-semester (one-year) program

**Purpose:** The program is designed for practitioners in law enforcement and associated fields who desire to take courses within their occupational specialty. Graduates will be qualified for employment in law enforcement upon completion of the program.

### Occupational Objectives:

Commercial and Industrial Security Officer

Police Officer

Advancement within the Profession

**Admission Requirements:** In addition to the admission requirements established for the college, entry into the Law Enforcement program requires a personal interview with a member of the faculty of the Administration of Justice major and competency in English and [Math Essentials](#) MTE 1-2 as demonstrated through the placement and diagnostic tests, or by satisfactorily completing the required MTE units or equivalent.

**Curriculum Requirements:** The Certificate in Law Enforcement includes basic courses in humanities and social sciences as well as specialized courses in Administration of Justice. The program of studies is designed to assist the student in meeting both the skill requirements of the job and obligations as a citizen in our democratic society.

Upon successful completion of the program, the student will be awarded a Certificate in Protective Services Technology with a major in Law Enforcement.

The following list is a suggested sequence in which students may plan their class schedules to ensure graduation in one year.

Course Number	Course Title	Lect. Hrs.	Lab Hrs.	Course Cr.
<b>First semester</b>				
ADJ 100	Survey of Criminal Justice	3	0	3
ADJ 105	The Juvenile Justice System	3	0	3
ADJ 211	Criminal Law, Evidence and Procedures I	3	0	3
ADJ 227	Constitutional Law for Justice Personnel	3	0	3
ENG 137 <sup>1</sup>	Communication Processes I	3	0	3

SDV 100	College Success Skills	1	0	1
Suggested Credits & Hours for Semester		16	0	16

**Second Semester**

ADJ 107	Survey of Criminology	3	0	3
ADJ 111	Law Enforcement Police Organization/Administration	3	0	3
ADJ 212	Criminal Law, Evidence and Procedures II	3	0	3
CST 110	Intro. to Communication	3	0	3
Elective <sup>2</sup>	Soc./Behavioral Science	3	0	3
Elective <sup>2</sup>	Soc./Behavioral Science	3	0	3
Suggested Credits & Hours for Semester		18	0	18

**Total Minimum Credits Required for this Curriculum .....34**

<sup>1</sup>Students may take ENG 111.

<sup>2</sup>Courses may be chosen from the Social Science General Electives.

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## Machine Technology

**Degree:** Associate of Applied Science in Mechanical Technology with a major in Machine Technology

**Length:** Four and two-thirds semester (two-year) program

**Purpose:** There is a great demand in Southwest Virginia and other locations for persons trained in advanced machine concepts and techniques. The Associate of Applied Science Degree in Machine Technology is designed for persons who seek full-time employment in the metal working industry immediately upon graduation. Graduates of this program also may elect to continue their education in a technology program at a four-year institution which offers related industrial programs.

### Occupational Objectives:

Machinist  
Machine Tool Operator (CNC & Conventional)  
Maintenance Mechanic  
Machine Set-Up Technician  
Tool and Die Maker Apprentice  
CNC Programmer  
Inspector (Quality Control)  
Machine Shop Supervisor

**Admission Requirements:** In addition to the admission requirements established for the college, entry into the

Machine Technology program requires competency in English and [Math Essentials](#) MTE 1-3 as demonstrated through the placement and diagnostic tests, or by satisfactorily completing the required MTE units or equivalent.

**Program Requirements:** Approximately one-half of the curriculum will include courses in Machine Technology with the remaining courses in related areas, general education, and electives. Instruction will include both the theoretical concepts and practical applications needed for further success in machine technology. Students are advised to consult with their faculty advisor and the Student Services Office in planning their program and selecting electives. Upon completion of the program, the graduate will be awarded the Associate of Applied Science Degree in Mechanical Technology with a major in Machine Technology.

The following list is a suggested sequence in which students may plan their class schedules to ensure graduation in two years.

Course Number	Course Title	Lect. Hrs.	Lab Hrs.	Course Cr.
<b>First Semester</b>				
DRF 111	Technical Drafting I	1	3	2
ENG 137	Communication Processes I	3	0	3
MAC 101	Machine Shop Operations	5	9	8
MTH 103	Applied Technical Mathematics I	3	0	3
SDV 100	College Success Skills	1	0	1
Suggested Credits & Hours for Semester		13	12	17
<b>Second Semester</b>				
DRF 162	Blueprint Reading II	1	3	2
MAC 102	Machine Shop Practices	5	9	8
MAC 121	Computer Numerical Control I	1	2	2
MTH 104	Applied Technical Mathematics II	3	0	3
Suggested Credits & Hours for Semester		10	14	15
<b>Summer Term</b>				
HLT/PED	Health/Physical Ed. Elective	1	0	1
MAC 206	Production Machining Techniques	4	6	6
Elective <sup>1</sup>	Soc./Behavioral Science	3	0	3
Suggested Credits & Hours for Semester		8	6	10
<b>Third Semester</b>				
IND 114	Materials & Processes in Manufacturing II	2	0	2
MAC 122	Computer Numerical Control II	1	2	3
MAC 150	Intro. to Computer Aided Manufacturing	2	3	3

## Wytheville Community College

MAC 205	Advanced Machining Techniques	1	6	3
MAC 209	Std./Meas./Calc.	3	0	3
Suggested Credits & Hours for Semester		8	11	14

### Fourth Semester

MAC 123	Computer Numerical Control III	2	3	3
MAC 146	Metals/Heat Treatment	3	4	2
MAC 151	Machine Tool Maintenance I	1	3	2
MAC 241	Advanced Machinery Procedures	2	3	3
Elective <sup>2</sup>	Humanities/Fine Arts Elective	3	0	3
Suggested Credits & Hours for Semester		12	13	13

**Total Minimum Credits Required for this Curriculum .....69**

<sup>1</sup>Courses may be chosen from the Social Science General Electives.

<sup>2</sup>Courses may be chosen from the Transfer Humanities Electives.

## Machine Tool Operations

**Certificate:** Mechanical Technology with a major in Machine Tool Operations

**Length:** Three-semester (one-year) program or optional five-semester (two-year) night program

**Purpose:** The rapid growth of industry in southwest Virginia has created demand for skilled metal-working machine tool operators to set up and operate conventional and numerically controlled lathes, milling machines, grinders, drills, heat-treating equipment and related precision measuring tools. There is a need for trained personnel to meet these requirements. The curriculum is designed to prepare persons for full-time employment immediately upon completion of the program, and/or to continue in the A.A.S. Degree in Machine Technology.

### Occupational Objectives:

Metal Working Machine Tool Operator  
Machinist Apprentice  
Tool and Die Maker Apprentice  
Machine Set-Up Person

**Admission Requirements:** In addition to the admission requirements established for the college, entry into the Machine Tool Operations program requires competency in English and [Math Essentials](#) MTE 1-3 as demonstrated through the placement and diagnostic tests, or by satisfactorily completing the required MTE units or equivalent.

**Program Requirements:** The Machine Tool Operations program is designed to provide about one-third of its

requirements in general education with the remainder in Machine Shop and technical support courses. Upon satisfactory completion of the curriculum, the graduate will receive a Certificate in Mechanical Technology with a major in Machine Tool Operations.

The following list is a suggested sequence in which students may plan their class schedules to ensure graduation in two years.

Course Number	Course Title	Lect. Hrs.	Lab Hrs.	Course Cr.
<b>First Semester</b>				
DRF 111	Technical Drafting I	1	3	2
ENG 137	Communication Processes I	3	0	3
MAC 101	Machine Shop Operations	5	9	8
MTH 103	Basic Technical Mathematics I	3	0	3
SDV 100	College Success Skills	1	0	1
Suggested Credits & Hours for Semester		13	12	17

### Second Semester

DRF 162	Blueprint Reading II	1	3	2
MAC 102	Machine Shop Practices	5	9	8
MAC 121	Computer Numerical Control I	1	2	2
MTH 104	Basic Technical Mathematics II	3	0	3
Suggested Credits & Hours for Semester		10	14	15

### Summer Term

HLT/PED	Health/Physical Ed. Elective	1	0	1
MAC 206	Production Machining Techniques	4	6	6
Elective <sup>1</sup>	Soc./Behavioral Science	3	0	3
Suggested Credits & Hours for Semester		8	6	10

**Total Minimum Credits Required for this Curriculum .....42**

<sup>1</sup>Courses may be chosen from the Social Science General Electives.

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## Medical Laboratory Technology

**Degree:** Associate of Applied Science with a major in Medical Laboratory

**Length:** Five-semester (two-year program)

**Offered:** Students are admitted every other year with the next class starting Fall semester of 2018. Deadline for applications will be February 15, 2018.

**Purpose:** The Medical Laboratory Technology curriculum is a concentrated course of study and



coordinated practice designed to prepare students with the knowledge and skills necessary to join the medical field as a contributing health professional. The Associate Degree program prepares students for employment as Medical Laboratory Technicians. Upon satisfactory completion of program requirements, the student is eligible to take a national registry examination for certification as a Medical Laboratory Technician and is eligible for employment in a variety of medical and scientific laboratory settings. The program is fully approved by the State Council of Higher Education and the National Accrediting Agency of Clinical Laboratory Sciences (NAACLS).



**Minimum Admission Requirements:** (Please see the information below concerning selective admission.)

Applicants must be high school graduates or the equivalent. In order to meet the admission requirements, the applicant must have completed:

1. A WCC application (including all high school and college transcripts or copy of GED by February 15.
2. Competency in English and Math Essentials MTE 1-4 as demonstrated through the placement and diagnostic tests, or by satisfactorily completing the required MTE units or equivalent.. All developmental courses must be completed the spring semester before entering the program in the fall of the next academic year.\*
3. High school biology or equivalent (one unit) with at least "C".
4. High school chemistry or equivalent (one unit) with at least "C".
5. A 2.0 average for high school courses or a 2.0 cumulative average for all college coursework.\*\*

6. Shadowing hours in selected program to be determined by program head.
7. Take the Test of Essential Academic Skills (TEAS).
8. An interview/information session with the program head or designee.

\*Students who have completed all academic requirements prior to the February 15th deadline will be admitted first. Students completing developmental coursework in the spring will be admitted to any remaining unfilled slots in the program, based on the selective admission criteria.

\*\*If the student has completed a minimum of 12 college credits that are included in calculating the college GPA (non-developmental courses), the 2.0 high school GPA requirement will be waived.

**In the event there are more applicants who apply in a given year than there are slots available the college will employ selective admission. Please consult the Health Professions Admission Packet for a detailed description of the selective criteria. The packet is available in the Admissions Office.**

#### **Graduation Rates:**

*Program Year 2012 - 2013*

*Graduate Certification Pass Rate - No Graduating Class*

*Program Year 2013 - 2014*

*Graduate Certification Pass Rate - 69%*

*Program Year 2014 - 2015*

*Graduate Certification Pass Rate - No Graduating Class*

*Program Year 2013 - 2014 Graduation Rate - 83%*

*Program Year 2013 - 2014 Attrition Rate - 0%*

*Program Year 2014 - 2015 Graduation Rate - No Graduating Class*

*Program Year 2014 - 2015 Attrition Rate - No Graduating Class*

*Program Year 2015 - 2016 Graduation Rate - 100%*

*Program Year 2015 - 2016 Attrition Rate - 0%*

*Program Year 2012 - 2013 Graduate Placement Rate - No Graduating Class*

*Program Year 2013 - 2014 Graduate Placement Rate- 63%*

*Program Year 2014 - 2015 Graduate Placement Rate - No Graduating Class*

**Program Requirements:** Upon admission to the Medical Laboratory program, the following are necessary:

1. The student must have a complete medical examination, which must include a 2-step tuberculin skin test, a profile of medical condition, designated immunizations, and documentation of HBV and varicella status. A chest x-ray is required only if the tuberculin test is positive. Cost for the medical examination and all necessary testing will be the responsibility of the student.
2. The student must obtain a criminal background check and urine drug screen (see below). Costs will be the responsibility of the student.
3. The student must read the Essential/Technical Standards required for the program and indicate by signature readiness for physical requirements of the profession.
4. The student must maintain a minimum of a "C" grade in each Medical Laboratory course. The student must demonstrate the desire and capability to become a contributor of quality patient health care.
3. Clinical experience will be provided in affiliated hospitals or laboratories. Each student will be responsible for transportation to and from the hospital and must also secure the required apparel.

**Criminal Background Check/Drug Screening:**

Background checks for criminal history and sex offender crimes and urine drug screens are required for admission to clinical sites. Students with convictions and/or positive tests may be prohibited from clinical practice and may not complete the program. Costs for criminal background checks and urine drug screens will be the responsibility of the student.

**Readmission Requirements:** A student receiving a final grade lower than "C" in any course in the medical laboratory sequence will be ineligible to continue in the program. Contact the program head for readmission requirements.

**Special Accreditation Status:** The program is fully approved by the State Council of Higher Education and the National Accrediting Agency of Clinical Laboratory Sciences (NAACLS), 5600 North River Road, Suite 720, Rosemont, IL 60018, (773) 714-8880.

**Cooperative Program:** Through June 1 of a given year, preference will be given to applicants from the service areas of the six southwest Virginia community colleges that participate in a cooperative program and to in-state applicants from service areas of other Virginia community colleges that do not provide access to a Medical Laboratory Technology program.

**Occupational Objectives:** Positions for Medical Laboratory Technicians are available in:

Hospital Laboratories  
Service Agencies  
Physicians Offices  
Clinics  
Public Health  
Industrial Laboratories  
Pharmaceutical Firms  
Research Institutions  
Veterans Affairs  
Independent Clinical Laboratories  
Armed Forces  
Reference Laboratories

The following list is a suggested sequence in which students may plan their class schedules to ensure graduation in two years.

Course Number	Course Title	Lect. Hrs.	Lab Hrs.	Course Cr.
<i>First Semester</i>				
BIO 141	Human Anatomy & Physiology I		3	3
CHM 111	College Chemistry I	3	3	4
ENG 111	College Composition I	3	0	3
MDL 101	Intro. to Medical Laboratory Techniques	2	3	3
MDL 127	Hematology	1	6	3
SDV 100	College Success Skills	1	0	1
Suggested Credits & Hours for Semester			13	15
<i>Second Semester</i>				
BIO 142	Human Anatomy & Physiology II		3	3
BIO 150	Introductory Microbiology	3	3	4
MDL 126	Blood Bank/Serology	2	6	4
MDL 261	Clinical Chemistry	3	3	4
Suggested Credits & Hours for Semester			11	15
<i>Third Semester</i>				
Elective <sup>1</sup>	Humanities/Fine Arts	3	0	3
Elective <sup>2</sup>	Social/Behavioral Science	3	0	3
MDL 130	Clinical Microbiology	2	3	3

MDL 199	Supervised Study in Phlebotomy and Laboratory Math	0	6	2
Suggested Credits & Hours for Semester		8	9	11

**Fourth Semester**

MDL 190	Coordinated Internship (M, P, H)	0	6	2
MDL 225	Clinical Hematology II	2	3	3
MDL 240	Clinical Microscopy	1	3	2
MDL 252	Clinical Microbiology	2	3	3
MDL 262	Clinical Chemistry and Instrumentation II	2	6	4
Suggested Credits & Hours for Semester		7	21	14

**Fifth Semester**

MDL 227	Blood Bank/Serology II	1	6	3
MDL 263	Clinical Chemistry and Instrumentation III	1	6	3
MDL 275	Clinical Hematology III	1	6	3
MDL 279	Clinical Microbiology III	1	3	2
MDL 290	Coordinated Internship (CC,BB,I,U,BF)	0	6	2
Suggested Credits & Hours for Semester		3	27	13

Total Minimum Credits Required for this Curriculum.....72

<sup>1</sup>Courses may be chosen from the Transfer Humanities Electives.

<sup>2</sup>Courses may be chosen from the Social Science General Electives.

## Medical Office Clerk

**Certificate:** Business and Office with a major in Medical Office Clerk

**Length:** Two-semester (one-year) program

**Purpose:** The curriculum for Medical Office Clerk is a one-year program of instruction in clerical activities related to the health field.

**Occupational Objectives:** Position in health-related facilities; namely, hospitals, clinics, nursing homes, certain government agencies, and other health care institutions, such as:

Admissions Clerk  
File Clerk  
Financial Clerk  
Insurance Clerk  
Medical Transcriptionist  
Receptionist  
Typist

**Admission Requirements:** In addition to the admission requirements established for the college, entry into the Medical Office Clerk program requires competency in

English as demonstrated through the placement and diagnostic tests.

The following list is a suggested sequence in which students may plan their class schedules to ensure graduation in one year.

Course Number	Course Title	Lect. Hrs.	Lab Hrs.	Course Cr.
<b>First Semester</b>				
AST 101 <sup>1</sup>	Keyboarding I	3	0	3
AST 107	Editing/Proofreading Skills	3	0	3
AST 136	Office Record Keeping	3	0	3
AST 234	Records and Database Management	3	0	3
HIM 113	Medical Terminology and Disease Processes I	3	0	3
SDV 100	College Success Skills	1	0	1
Suggested Credits & Hours for Term		16	0	16

**Second Semester**

AST 102	Keyboarding II	3	0	3
AST 236	Specialized Software Applications	3	0	3
AST 245 <sup>2</sup>	Medical Machine Transcription	3	0	3
AST 290 <sup>3</sup>	Coordinated Internship	3	0	3
ENG 137/111 <sup>4</sup>	College Composition	3	0	3
Elective <sup>5</sup>	Social/Behavior Science	3	0	3
Suggested Credits & Hours for Semester		18	0	18

**Total Minimum Credits Required for this Curriculum .....34**

<sup>1</sup>Students who possess keyboarding skills may petition for advanced placement with Credit by Examination.

<sup>2</sup>Prerequisite AST 102 or divisional approval.

<sup>3</sup>Students may take [AST 298](#) in place of AST 290.

<sup>4</sup>Students who desire transferable credits must take [ENG 111](#) and [CST 110](#) in place of [ENG 137](#).

<sup>5</sup>Courses can be chosen from the Social Science General Electives.

[Click Here for Gainful Employment Disclosure](#)

## Nursing

**Degree:** Associate of Applied Science in Nursing with a major in Nursing

**Length:** Four-semester (two-year) program

**Purpose:** The two-year Associate Degree program is designed to prepare students educationally as contributing members of the health team, rendering direct patient care as beginning practitioners of nursing

## Wytheville Community College

in a variety of health services facilities. At the successful completion of the program, students will be eligible to make application to the Board of Nursing for their respective state to be considered for eligibility to take the National Council Licensure Examination (NCLEX) leading to licensure as a registered nurse (R.N.). The program is fully approved by the State Council of Higher Education for Virginia and the Virginia State Board of Nursing. It has received accreditation from the [Accreditation Commission for Education in Nursing \(ACEN\)](#) [3343 Peachtree Road NE, Suite 850, Atlanta, Georgia 30326, (404) 975-5000]. This may be used as a resource for program information.

Academic Graduating Class/Year	Graduate Success on NCLEX-RN/Licensure for all First Time Test Takers: Timeframe of Jan. 1 thru Dec. 31 of each calendar year.	Students Completion of WCC Associate Degree Level Nursing Program:(Combined-generic and LPN-RN). Timeframe of August for generic, and January for LPN-RN start dates to graduation dates of May (2 year graduation cycles).	Graduates Employment Rates: (Combined-generic and LPN-RN). Graduation employment rates collected from June 1st, thru December 31st, annually.
2013	93.0% (generic)	43 graduates	100%
2014	86.0% (LPN-RN)	52 graduates	100%
2015	82.5% (generic)	48 graduates	100%
2016	77.14% 1st time test takers)	36 graduates	100%

**Occupational Objectives:** Employment opportunities for the Registered Nurse include positions in the following:

Hospitals  
Nursing Homes  
Health Departments  
Physicians' Offices  
School Systems  
Clinics  
Industries  
Civil Service  
Hospice agencies  
Day care centers  
Home health care agencies  
Entrepreneurial opportunities

**Minimum Requirements:** *(Must be met by February 15--if the class does not fill in February, there may be a second round of admissions in June)*

- High school diploma or equivalent;
- In addition to the admission requirements established for the college, entry into the Nursing program requires competency in English and [Math Essentials](#) MTE 1-4 as demonstrated through the placement and diagnostic tests, or by satisfactorily completing the required MTE units or equivalent.;
- One unit each of high school chemistry and high school biology with a "C" grade or better. If the applicant does not meet the high school prerequisites, he/she may gain proficiency through the college's developmental courses. The high school requirements may be waived if Biology 141 and 142 (Anatomy and Physiology I and II) are completed with a grade of "C" or better;
- Score at or above the 45th percentile rank on the [ATI/TEAS V](#), as mandated by the VCCS. Equivalent scores for the NET, or NLN nursing preadmission tests will be considered if taken within three years. Students have unlimited opportunities to obtain a satisfactory score and must wait 30 days before retesting;
- A 2.5 average for high school courses or a 2.5 cumulative average for all college coursework.  
\*\*Curricular GPA may be considered if the cumulative GPA is less than 2.5  
\*\*If the student has completed a minimum of 12 college credits that are included in calculating the college GPA (non-developmental courses), the 2.5 high school GPA requirement will be waived.

**In the event there are more applicants who apply in a given year than there are slots available the college will employ selective admission. Please consult the [Health Professions Admission Packet](#) for a detailed description of the selective criteria, readmission, and LPN transition information. The packet is available through the Admissions Office.**

### **Advanced Placement:**

The licensed practical nurse (LPN) may receive credit for the first-year nursing courses and enter into the second year of the program providing the following requirements are met:

- High school diploma or equivalent
- Satisfactory scores in English and math placement tests or completion of MTE units 1-4 and developmental English at WCC or equivalent college course work
- One unit each of high school chemistry and high school biology with a "C" grade or better. If



you do not meet the high school prerequisites, you may gain proficiency through the college's developmental courses.

- A cumulative or curricular GPA of 2.5.
- Score at or above the national 45th percentile rank on the ATI/TEAS V. Test Scores are good for three years. Students are allowed unlimited attempts at least 30 days apart.
- Submission of transcripts of the School of Practical Nursing.
- Submission of copy of current unencumbered valid LPN license. Students who have probationary status, a suspended or revoked LPN license are not eligible to enter the nursing program.
- Successful completion of [BIO 141 and 142](#)(Anatomy & Physiology I & II), and 80% of the general education classes to be considered for admission to [NUR 115](#) LPN Transition.
- If more students who meet the above admission requirements apply for admission than there are positions available, students who have completed all co-requisite course work and [NUR 226](#) (Health Assessment) will be considered first. Students who have completed all co-requisite course work will be considered second and then students will be ranked using criteria such as GPA, ATI TEAS Test score, clinical experience, and number of college courses completed.
- Upon successful completion of [NUR 115](#) LPN Transition the student may enter the second year of the nursing program – [NUR 195](#) Topics in Geriatrics and [NUR 190](#) Coord. Internship-Nursing III.
- The licensed practical nurse who chooses to enter as a freshman nursing student and who is not successful in [NUR 106](#) Nursing Principles and Health Assessment or [NUR 218](#) Integrated Concepts may not apply to be admitted to [NUR 115](#) LPN Transition.
- The LPN will be afforded one opportunity to complete [NUR 115](#) LPN Transition. If unsuccessful, the student may request admission to [NUR 106](#) Nursing Principles and Health Assessment.
- If the LPN does not have an unencumbered, valid LPN license by the beginning of fall semester, he/she may not continue in the sequence. The student, however, may request admission into the

generic tract of the nursing program. Students who have probationary status, a suspended or revoked LPN license are not eligible to enter the nursing program.

- The LPN student must enter the second level nursing classes within three months of successful completion of [NUR 115](#) LPN Transition.

The following is a list of technical abilities and skills applicants for admission should possess:

- **Critical Thinking:** Critical thinking ability sufficient
- **Interpersonal:** Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds
- **Communication:** Communication abilities sufficient for interaction with others in verbal and written form
- **Mobility:** Sufficient to move from room to room and maneuver in small spaces
- **Motor Skills:** Gross and fine motor abilities sufficient to provide safe care
- **Hearing Acuity:** Ability sufficient to monitor and assess health needs
- **Visual:** Visual ability sufficient for observation and assessment necessary in nursing care
- **Tactile:** Tactile ability sufficient for physical assessment

All applicants should be advised that the Commonwealth of Virginia Board of Nursing Statutes and Regulations (54.1-3007) state the following:

Regarding refusal, revocation, or suspension, censure or probation. The Board may refuse to admit a candidate to any examination, refuse to issue a license or certificate to any applicant and may suspend any license or certificate for a stated period or indefinitely, or revoke any license or censure or reprimand any licensee or certificate holder or place him on probation for such time as it may designate for any of the following causes:

1. Fraud or deceit in procuring or attempting to procure a license;
2. Unprofessional conduct;
3. Willful or repeated violation of any of the provisions of this chapter;
4. Conviction or any felony or any misdemeanor involving moral turpitude;
5. Practicing in a manner contrary to the standards of ethics or in such a manner as to make his practice a danger to the health and welfare of patients or to the

public; Use of alcohol or drugs to the extent that such use renders him unsafe to practice, or any mental or physical illness rendering him unsafe to practice;

6. The denial, revocation, suspension or restriction of a license or certificate to practice in another state, the District of Columbia or a United States possession or territory; or
7. Abuse, negligent practice, or misappropriation of a patient's or resident's property.

Any student receiving a final grade lower than a "C" in any course in the NUR prefix, [BIO 141-142](#) will be ineligible to continue in the program and will need to contact the program head for readmission requirements.

The following list is a suggested sequence in which students may plan their class schedules to ensure graduation in two years.

Course Number	Course Title	Lect. Hrs.	Lab Hrs.	Course Cr.
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**First Semester**

BIO 141	Human Anatomy & Physiology I	3	3	4
NUR 106	Nursing Principles & Health Assessment	4	6	6
NUR 135	Drug Dosage Calculations	1	0	1
NUR 161	Nursing Perspectives	1	0	1
NUR 190	Coord. Internship (Nursing I)	0	3	1
PSY 230	Developmental Psychology	3	0	3
SDV 101	Orientation to Nursing	1	0	1
Suggested Credits & Hours for Semester		13	12	17

**Second Semester**

BIO 142	Human Anatomy & Physiology II	3	3	4
ENG 111	College Composition I	3	0	3
NUR 137	Principles of Pharmacology II	1	0	1
NUR 190	Coord. Internship (Nursing II)	0	3	1
NUR 218	Integrated Concepts IV	6	6	8
Suggested Credits & Hours for Semester		13	12	17

**Summer Semester**

NUR 190	Coordinated Internship (Nursing III)	0	3	1
NUR 195	Topics in Geriatric Nursing	1	0	1
Suggested Credits & Hours for Semester		1	3	2

**Third Semester**

NUR 221	Second Level Nursing Principles & Concepts I	5	12	9
NUR 226	Health Assessment	1	6	3
NUR 236	Principles of Pharmacology III	1	0	1
Elective <sup>1</sup>	Humanities/Fine Arts	3	0	3
Suggested Credits & Hours for Semester		10	18	16

**Fourth Semester**

BIO 150	Intro to Microbiology	3	3	4
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NUR 222	Second Level Nursing Principles & Concepts II	5	15	10
NUR 237	Principles of Pharmacology IV	1	0	1
NUR 254	Dimensions of Professional Nursing	1	0	1
NUR 295	Topics in NCLEX-RN Prep	1	0	1
Suggested Credits & Hours for Semester		11	18	17

**Total Minimum Credits Required for this Curriculum ..... 69**

<sup>1</sup>Courses may be chosen from the Transfer Humanities Electives.

The Nursing Program curriculum is subject to change due to state and accreditation requirements. See program head for current requirements.

**Progression Through the Program:**

- 1) Selected learning experiences will be provided in various health agencies. These include hospitals, extended care facilities, clinics, community health agencies, and health departments. Students are responsible for transportation to and from the college and the agencies utilized for clinical experiences.
- 2) A grade of "C" in all Nursing courses, as well as [BIO 141-142](#), is necessary to progress through the program.
- 3) A "Satisfactory" on all critical clinical objectives is required prior to progression to the next course. See Clinical Competence policy.
- 4) A current clinical eligibility form must be submitted prior to the deadline established for the next semester.
- 5) Clinical facilities may necessitate additional requirements.

**Readmission Requirements:**

As stated above, a student receiving a final grade lower than "C" or a "W" in any course in the Nursing sequence or in [BIO 141-142](#) will be ineligible to continue in the Nursing program. Contact the program head for readmission requirements.

## Physical Therapist Assistant

**Degree:** Associate of Applied Science in Physical Therapist Assistant with a major in Physical Therapist Assistant

**Length:** Five-Semester (Two-Year) Program

**Purpose:** The two-year program is designed to prepare the student with the philosophical, theoretical, and clinical knowledge to become a trained technical health care worker who can assist the physical therapist

in meeting the physical therapy needs of the public. These needs include, but are not limited to, improving patient mobility, relieving pain, lessening the functional limitations that occur as a result of physical disability. The profession of physical therapy also includes health and wellness promotion, public education, and injury and disability prevention.

Graduates work under the direction and supervision of a physical therapist to provide such interventions as exercises, massage, electrical stimulation, paraffin baths, hot and cold packs, traction, or ultrasound. They also record the patient's response to treatment and report this to the supervising physical therapist.

Employment settings include: outpatient clinics, acute care hospitals, long-term care and skilled care facilities, rehabilitation centers, home health care agencies, contracting agencies and corporations, and school systems. Patients range in age from newborn to the elderly, with age- and developmental stage-specific concerns.

For more in-depth information including job outlooks and prospects as well as average salaries, please consult the U.S. Bureau of Labor Statistics, Occupational Outlook Handbook, 2017 Edition at <https://www.bls.gov/ooh/healthcare/physical-therapist-assistants-and-aides.htm>

**Instructional Model:** The Wytheville Community College Physical Therapist Assistant Program was founded in 1986 to provide the students of western and southwestern Virginia a new career opportunity in the field of physical therapy. It accepts students from a region primarily extending from Roanoke westward requiring that students travel to the main campus in Wytheville for lectures and labs.

Clinical education sites are situated in physical therapy practices throughout southwestern and western Virginia, northeastern Tennessee, northwestern North Carolina, and southern West Virginia.

All general education co-requisites for the PTA program and any developmental coursework may be taken at the student's local community college. All physical therapist assistant classes are taken through enrollment

at WCC and the AAS degree in Physical Therapist Assistant is offered through WCC.

**Transfer Information:** This five-semester program is designed as a terminal degree program. Program-specific courses taken as requirements for the AAS degree in Physical Therapist Assistant will not transfer toward a degree in physical therapy. Students interested in becoming a physical therapist should contact a counselor or advisor to pursue a four-year bachelor's degree in a related field in preparation for entering a physical therapist education program as a graduate student. Program specific courses taken toward the AAS in Physical Therapist Assistant may not transfer toward a bachelor's degree in any other field and would need to be considered by the transferring institution.

**Graduate Performance Expectations:** Click this link for a comprehensive listing of skills that graduates of the WCC PTA Program will have upon graduation.

**Program Quick Facts:** The Physical Therapist Assistant Program at Wytheville Community College is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, Virginia 22314; telephone: 703-706-3245; email: [accreditation@apta.org](mailto:accreditation@apta.org); website: <http://www.capteonline.org>.

In the interest of public disclosure, the Wytheville Community College Physical Therapist Assistant Program provides data regarding the combined performance of its graduates from the most recent TWO years. The data for the classes graduating in 2013 and 2014 are as follows:

- Graduation Rate: (Number of students completing the program within 3 years of beginning PTA program courses):
  - Class of 2015: 88.24%
  - Class of 2016: 87.5%
- Licensure Examination Ultimate Pass Rate for Classes of 2014 – 2015: 89.66%
- Licensure Examination Ultimate Pass Rate for Classes of 2015 – 2016: 83%
- Employment rate of licensed graduates for Classes of 2015 – 2016: 100%

#### **Admissions Procedures:**

**THE PHYSICAL THERAPIST ASSISTANT PROGRAM PARTICIPATES IN THE WY-**

**THEVILLE COMMUNITY COLLEGE HEALTH PROGRAMS' SELECTIVE ADMISSIONS PROCESS.** In the event that there are more applicants for the PTA program than there are slots, a selective admissions process outlined below will take effect. **DEADLINE FOR SUBMITTING ALL REQUIRED INFORMATION TO BE CONSIDERED FOR ADMISSION IS FEBRUARY 15 OF THE SPRING BEFORE THE DESIRED FALL SEMESTER ADMISSION.**

The following **MINIMAL ADMISSION REQUIREMENTS** must be met by February 15 in the spring prior to the desired fall admission:

- **Student must complete a Wytheville Community College General Student Application.** This application is available online at [www.wcc.vccs.edu/admissions](http://www.wcc.vccs.edu/admissions) or in paper format from the WCC Admissions Office at (276) 223-4701. Application must be received by Feb. 15.
- **Student must forward to WCC an official transcript of any and all college work previously attempted and/or completed by February 15. The student must ALSO forward to WCC an official high school transcript or copy of the student's GED by February 15.** Students currently enrolled in high school at the time of application for admission should forward to WCC a copy of their high school transcript through the fall semester of the senior year. Transcripts should be sent as early as possible so that previous course work can be evaluated to determine the need for developmental courses prior to applying for admission to the PTA program.
- Competency in English and Math Essentials MTE 1 – 4 as demonstrated through the placement and diagnostic tests, or by satisfactorily completing the required MTE and/or ENF units or the equivalent.
- **Student must have completed one high school Biology with a lab with a minimum grade of "C."** High school biology is required or col-

lege biology approved by the program head.

- **Student must have completed one high school Chemistry with a lab with a minimum grade of a "C", or the student must have successfully completed CHM 01.**
- All Developmental coursework must be completed prior to the February 15 admission deadline.
- **The student must have an overall minimum GPA of 2.0 for all college or high school work attempted.** If the student has completed > 12 semester credit hours of college-level work, the college GPA will be used in calculating the student's admissions score. If the student has completed <12 semester credit hours of college-level work, the high school GPA will be used in calculating the student's admissions score. Because grades for courses taken during the spring semester of the application process will not be available during the student's application assessment, all GPA calculations will be based on work completed through the fall semester preceding the February 15 deadline.
- **Student must complete twelve (12) shadowing hours** with a physical therapist or a licensed physical therapist assistant in a physical therapy practice of the student's choice PRIOR to Feb. 15. The student may choose to complete the shadowing hours in one facility or in several, and the student may choose to perform more than the minimum number of hours required in order to have a more thorough knowledge of the field of physical therapy. Students should make the arrangements for the shadowing experience at a facility of their choosing at the convenience of the facility. The student should log the hours spent in the shadowing experience and should have their supervising clinician sign the log to verify the experience. Shadowing log forms are available from the WCC Admissions Office at (276) 223-4702 or you may use a form of your own choosing. Documentation of the shadowing experience is due in the WCC Admissions Office by Feb. 15.



- Student must take a pre-admissions screening test through WCC. The student must contact the WCC Testing Center at (276) 223-4825 or by e-mail at [testing@wcc.vccs.edu](mailto:testing@wcc.vccs.edu) to set up an appointment to take the TEAS –AH (Test of Essential Academic Skills, – For Allied Health). This is a web-based test that will cost the student a nominal fee payable via credit or debit card directly to the testing company on-line. The TEAS - AH test will assess the student's competency in high school level reading, high school level grammar, high school level Math up through Algebra I, and high school level general sciences. Tests may be taken at alternate sites; however, the student MUST make arrangements and schedule the test through the WCC testing center. Further information on the testing is available from the WCC Admissions Office at (276) 223-4702 or [kalexander@wcc.vccs.edu](mailto:kalexander@wcc.vccs.edu).

For the purposes of admission to the WCC PTA program, there is no “passing” or lowest possible score on the TEAS – AH test. The individual raw score is merely added to the selective admissions score. Therefore, the higher the TEAS score, the more points toward the admissions score. The TEAS – AH test must be completed in time for the scores to be reported to the WCC Admissions Office by February 15.

Please take great care to sign up for the TEA – AH and NOT the TEAS test used for Nursing Program Admission.

- Student must complete a Health Programs Admissions Form by February 15. This form identifies the student as an applicant for one of WCC's Health Programs and includes a checklist of required criteria for each program. These applications are available in paper format from the WCC Admissions Office at (276) 223-4702. Currently the **Health Programs Admissions Form** is not available online.
- All applicants meeting the above requirements by the February 15 deadline will be screened based upon items ranging from overall and sci-

ence GPAs, TEAS – AH test performance, and completion of college-level science classes. The top-scoring finalists will be offered an admissions interview with program faculty.

Following completion of the interview, each finalist application will be scored reflecting the knowledge of the field of physical therapy communicated in the interview. The top scoring applicants will be offered admissions slots for the upcoming fall semester.

Students will be notified by approximately May 1st prior to the fall of admission of their admissions status. Students who are accepted for admission must notify the WCC Admissions Office of their intention to accept or decline the offered slot by the deadline listed on their admission letter. Failure to do so will result in the loss of that slot to an alternate.

Students who are not accepted into the program must notify the WCC Admission Office of their intent to remain in the Admission Pool for the following year's admission. If they wish, these students may also schedule an appointment with PTA faculty to discuss ways to improve their application.

**Students who fail to submit any of the required material to the WCC Admissions Office by the February 15 deadline will NOT be considered for admission for the following fall semester. THERE WILL BE NO EXCEPTIONS.** The WCC PTA program will establish only ONE admission deadline, as there are frequently many more applicants than available slots. Students submitting materials late may be considered for admission for the following year if they wish. It is HIGHLY recommended that students applying to the PTA program begin the admissions process early and check frequently with the WCC Admissions Office to ensure that their application is complete well before the February 15 deadline. **It is not the duty of the WCC Admissions Office to notify applicants of incomplete application packets or missing information. Making sure that the admissions packet is complete is the SOLE responsibility of the applicant.**

### Program Requirements:

- Upon admission, the student must schedule a complete medical physical examination and return the completed physical form to the WCC Admissions Office by August 15. Included in this information must be a current record of the student's immunizations including all recommended childhood vaccines, immunization against Hepatitis B or waiver, current tetanus immunity, chicken pox and mumps immunity, and proof of HIV status.
- Students will be required to complete a criminal background check prior to enrollment in the program and a drug screen to be completed in the spring semester of the first year. These screens and checks will be provided to the student through WCC at a nominal fee to the student. *It should be noted that applicants who have been convicted of felonies or misdemeanors of a personal injury nature will have considerable difficulty in obtaining professional licensure in a health care field. Students with a history of illegal substance abuse indicated by criminal conviction or by positive drug screens will also have difficulty obtaining professional licensure.*
- Students will achieve and maintain certification in Cardiopulmonary Resuscitation (Health Care Provider) throughout the course of the program, beginning in the spring of the first year.
- Students will take all program courses in the order that they are offered and are expected to complete all courses successfully prior to moving forward. Students MUST complete BIO 141 with a grade of "C" or better prior to enrolling in the second semester of the program. Students MUST complete BIO 142 with a grade of "C" or better prior to enrolling in the summer term between the second and third semesters of the program.
- In order to progress through the program, **all students must receive a final grade of "C" or better in all courses with a PTH prefix and in BIO 141 and BIO 142.** Students who do not receive a final grade of "C" or better in these courses will be ineligible to continue in the program and will be withdrawn. In addition, **for all PTH classes that have a lab component, each student must earn an overall**

**average of 75% in both the didactic and the laboratory portion of the course to successfully complete the course.** Students who do not earn a 75% in both portions of the course will be considered to have failed the course and will be ineligible to continue in the program, regardless of their average in the other portion of the course.

- If a student must leave the program due to poor academic performance, or because of personal reasons, he or she may apply for **reinstatement according to the following procedure:**

\*The student must apply in writing to the Physical Therapist Assistant Program Head at least ONE semester before the requested readmission date, requesting permission to repeat the course in which they received a grade lower than a "C". For students who left the program for reasons other than academics, they should request permission to re-enter the program at the point where they last successfully completed work.

\*The student requesting re-entry must have at least a 2.0 cumulative GPA at the time of the request.

\*Confer with the PTA Program Head, discussing the following subjects:

\*Any personal or professional factors which may have an influence on the student's future academic success in the program

\*Any academic or professional activities that the student may have participated in since leaving the program that may have an influence on the student's future academic success in the program

\*There must be an available open slot in the program.

\*Students may be required to take and pass written final examination or lab skill check-offs for the courses that they have previously completed to ensure that they continue to have mastery of the content of these courses.

Normally the student will be notified of his or her re-admission to the program approximately 4 weeks prior to the beginning of the re-enrollment date. However, special circumstances may arise requiring shorter notice.

During the time that the student is not enrolled in the PTA program, he or she may elect to

complete co-requisite work or other college courses; however, performance in these courses will be part of the student's overall GPA and may influence readmission. Having taken the co-requisites for the program will not influence the decision to readmit the student to the program, other than the influence these courses may make on the student's overall GPA. If a student has been withdrawn from the program due to a grade lower than a "C" in BIO 141 or BIO 142, the student must successfully complete these courses prior to re-admission.

### Clinical Education Requirements:

Prior to beginning the clinical education portion of the program, the following criteria must be met:

- The student must sign a waiver freeing the clinical site, Wytheville Community College, the Virginia Community College System, and the Commonwealth of Virginia from any liability for any injury the student may receive or from any liability claim that the student may incur, while engaged in the clinical portions of the physical therapist assistant program.
- The student must have a current physical examination.
- The student must read and agree to, as is evidenced by their signature, the rules and regulations of the WCC Physical Therapist Assistant Program as outlined in the Student Handbook.
- The student must read and acknowledge capability in all areas of the Physical Therapist Assistant Essential Functions, as indicated by the student's signature.
- The Student must hold a current CPR (Healthcare Provider) Certification.
- The student must provide the college with a current immunization record including evidence of completion of the Hepatitis B immunization series or a waiver, current tetanus immunity, chicken pox and mumps immunity, and proof of HIV status.
- The student will be required to complete a criminal background check prior to enrollment in

the program and a drug screen to be completed in the spring semester of the first year. These screens and checks will be provided to the student through WCC at a nominal fee to the student.

- If a student has a positive finding on the Criminal Background Check and/or the Urine Drug Screen, the student may not be accepted for clinical education by any of the clinical education sites. If positive results occur, the program is not responsible for finding a clinical education placement for the student, and the student may not be able to continue his or her education in the program due to a lack of clinical education sites which are willing to accommodate the student. It then becomes the student's sole responsibility to locate a clinical education site that is willing to accommodate the student, after having been fully informed of the findings of the screen(s). The student is referred to the Student Handbook for specific policies and procedures that apply to positive results on the Criminal Background Check and/or the Urine Drug Screen.

The following list is a suggested sequence in which students may plan their class schedules to ensure graduation in two years.

Course Number	Course Title	Lect. Hrs.	Lab Hrs.	Course Cr.
<b>First Semester</b>				
BIO 141	Human Anatomy & Physiology	3	3	4
ENG 111	College Composition	3	0	3
PSY 230 <sup>1</sup>	Developmental Psychology	3	0	3
PTH 105	Intro. to Physical Therapy	1	4	3
PTH 110	Medical Reporting	2	0	2
SDV 100	College Success Skills	1	0	1
Suggested Credits & Hours for Semester		13	7	16
<b>Second Semester</b>				
BIO 142	Human Anatomy & Physiology	3	3	4
PTH 115	Kinesiology for the Phys. Ther. Assist.	2	4	4
PTH 121	Therapeutic Procedures I	3	4	5
PTH 151	Musculoskeletal Structure and Function	3	4	5
Suggested Credits & Hours for Semester		11	15	18
<b>Summer Term</b>				
PTH 131	Clinical Education I	0	10	2
PTH 210	Psychological Aspects of Therapy	2	0	2
PTH 227	Pathological Conditions	3	0	3
Suggested Credits & Hours for Term		5	10	7

### Third Semester

PTH 122	Therapeutic Procedures II	3	4	5
PTH 225	Rehabilitation Procedures	3	4	5
PTH 226	Therapeutic Exercise	3	2	4
Suggested Credits & Hours for Semester		9	10	14

### Fourth Semester

PTH 245	Professional Issues	3	0	3
PTH 251	Clinical Practicum I	0	15	3
PTH 252	Clinical Practicum II	0	16	4
Elective <sup>2</sup>	Humanities/Fine Arts	3	0	3
Suggested Credits & Hours for Semester		6	31	13

### Total Minimum Credits Required for this Curriculum ..... 68

<sup>1</sup>PSY 231-232, *Lifespan Human Growth and Development I & II* (both necessary) may be substituted for PSY 230.

<sup>2</sup>Courses may be chosen from the Transfer Humanities Electives.

## Police Science

**Degree:** Associate of Applied Science in Protective Services Technology with a major in Police Science

**Length:** Four-semester (two-year) program

**Purpose:** The curriculum in Police Science has been designed to expand the knowledge of students so they may seek employment in the various fields of law enforcement. This curriculum is applicable to both the preparatory student and the active police officer. If students wish to pursue a four-year degree, many of the courses will transfer to a four-year institution. WCC has articulation agreements with some four-year institutions where the student can enroll as a junior.

### Occupational Objectives:

Local, State, and Federal Law Enforcement Officers  
Game Warden

Commercial and Industrial Security

Private Security

Transfer to Four Year College

**Academy Tract:** A student who meets the requirements may select the academy tract which means he/she can complete three semesters at WCC and the last semester at the New River Criminal Justice Training Academy. The student would have to be approved for academy training during the second year of the program (Academy Approval). Training costs would be the responsibility of the student. See Program Head for details.

**Admission Requirements:** In addition to the general requirements for admission to the college, entry into the

Police Science program requires the following:

1. A personal interview with a member of the Administration of Justice Faculty.
2. Competency in English and Math Essentials MTE 1-3 as demonstrated through the placement and diagnostic tests, or by satisfactorily completing the required MTE units or equivalent.
3. Other factors to consider are physical condition, hearing, color vision, sight, weight, and moral character.

**Program Requirements:** Approximately one-half of the curriculum will include courses in Administration of Justice with the remaining courses in related areas, general education, and electives. Instruction will include both the theoretical concepts and practical applications needed for future success in law enforcement or related activities. Students are urged to consult with their faculty advisor and the Student Services Office in planning their program and selecting electives. Upon satisfactory completion of the four semester program, the graduate will be awarded the Associate of Applied Science Degree with a major in Police Science.

A coordinated internship is required of all students working toward the Associate Degree in Police Science unless waived by the college in lieu of approved course work, provided student is or has been employed by a criminal justice agency. The program is designed to broaden the classroom experience through assignment in public governmental criminal justice agencies for 180 hours during one semester. Students should gain first-hand knowledge and greater understanding of the network of criminal justice agencies and how they serve the community. Students should also integrate and apply knowledge, theory, and understanding derived from foundation courses to the practical solutions to problems encountered during their internship.

The following list is a suggested sequence in which students may plan their class schedules to ensure graduation in two years

Course Number	Course Title	Lect. Hrs.	Lab Hrs.	Course Cr.
<b>First Semester</b>				
ADJ 100	Survey of Criminal Justice	3	0	3
ADJ 228	Narcotics and Dangerous Drugs	3	0	3
ENG 137 <sup>1</sup>	Communication Processes I	3	0	3
HLT/PED <sup>2</sup>	Health or Physical Education	1	0	1
SDV 100	College Success Skills	1	0	1



SOC 200	Principles of Sociology	3	0	3
Elective	Elective	3	0	3
Suggested Credits & Hours for Semester		17	0	17

**Second Semester**

ADJ 107	Survey of Criminology	3	0	3
ADJ 111	Law Enforcement Organization and Administration I	3	0	3
CST 110	Intro. to Communication	3	0	3
MTH 120	Introduction to Mathematics	3	0	3
Elective <sup>3</sup>	Humanities/Fine Arts Elective	3	0	3
Elective <sup>4</sup>	Soc./Behavioral Science	3	0	3
Suggested Credits & Hours for Semester		18	0	18

**Third Semester**

ADJ 105	The Juvenile Justice System	3	0	3
ADJ 211	Criminal Law, Evidence, Procedures I	3	0	3
ADJ 227	Constitutional Law For Justice Personnel	3	0	3
ADJ 236	Principles of Criminal Investigation	3	0	3
PSY 250	Law Enforcement Psychology	3	0	3
Suggested Credits & Hours for Semester		15	0	15

**Fourth Semester**

ADJ 171	Forensic Science I	3	3	4
ADJ 212	Criminal Law, Evidence, Procedures II	3	0	3
ADJ 290	Coordinated Internship	0	12	4
ITE 115	Introduction to Computer Applications & Concepts	3	0	3
Elective <sup>4</sup>	Soc./Behavioral Science	3	0	3
Suggested Credits & Hours for Semester		12	15	17

**Total Minimum Credits Required for this Curriculum ..... 67**

<sup>1</sup>Students who desire transferable credits must take ENG 111 and CST 110 in place of ENG 137.

<sup>2</sup>HLT 143 does not meet HLT/PED degree requirement, but ADJ 138 will.

<sup>3</sup>Courses may be chosen from the Transfer Humanities Electives.

<sup>4</sup>Courses may be chosen from the Social Science General Electives.

## Practical Nursing

**Certificate:** Practical Nursing with a major in Practical Nursing

**Length:** Five-semester sequential program to include a summer semester. The program begins on sequence each fall semester with two preclinical semesters followed by three clinical semesters.

**Purpose:** The Practical Nursing Program prepares students educationally to qualify as contributing members of the health care team, rendering patient

care as practical nurses in a variety of health services facilities. At the successful completion of the program, students will be educationally eligible to sit for the NCLEX-PN exam leading to licensure as a practical nurse.

**Occupational Objectives:** To enter the Certificate Practical Nursing Program, the student must be a rising senior in a dual-credit high school program, a high school graduate, or the equivalent. High school courses must include one unit of biology and one unit of algebra with a grade of “C” or better. Competency in English as demonstrated through the placement and diagnostic tests, or by satisfactorily completing the required developmental courses. Students enrolled in the first year Practical Nursing class must complete developmental courses before beginning PNE 162.

**Admission Requirement:** To enter the Certificate Practical Nursing Program, the student must be a rising senior in a dual-credit high school program, a high school graduate, or the equivalent. High school courses must include one unit of biology and one unit of algebra with a grade of “C” or better. Competency in English as demonstrated through the placement and diagnostic tests, or by satisfactorily completing the required developmental courses. Students enrolled in the first year Practical Nursing class must complete developmental courses before beginning PNE 162.

Applicants should be advised that the Commonwealth of Virginia Board of Nursing Statutes and Regulations (54.1-3007) state the following:

Refusal, revocation or suspension, censure or probation: The Commonwealth of Virginia Board of Nursing may refuse to admit a candidate to any examination, refuse to issue a license or certificate to any applicant and may suspend any license or certificate for a stated period or indefinitely, or revoke any license or censure or reprimand any licensee or certificate holder or place him/her on probation for such time as it may designate for any of the following causes:

1. Fraud or deceit in procuring or attempting to procure a license;
2. Unprofessional conduct;
3. Willful or repeated violation of any of the provisions of this chapter;
4. Conviction of any felony or any misdemeanor involving moral turpitude;

5. Practicing in a manner contrary to the standards of ethics or in such a manner as to make his/her practice a danger to the health and welfare of patients or to the public;
6. Use of alcohol or drugs to the extent that such use renders him/her unsafe to practice, or any mental or physical illness rendering him/her unsafe to practice;
7. The denial, revocation, suspension or restriction of a license or certificate to practice in another state, District of Columbia, or a United States possession or territory; or
8. Abuse, negligent practice, or misappropriation of a patient's or resident's property.

**Please Note:** All PN classes are held at WCC's location at the Crossroads Institute in Galax. Classes are held two days per week the first two semesters. Classes are held 4 days per week during the last three semesters.

**Application Requirements:** Applications for the Practical Nursing Program will be processed in the following manner:

1. High school applicants will apply through the guidance department of their respective high schools.
2. Adult applicants will submit applications directly to the Office of Admissions and Records at Wytheville Community College. High school transcripts, transcripts from any and all colleges attended, and placement test scores will be required.
3. Preference will be given first to rising high school seniors from area participating high schools and then to adult applicants from the service regions of Wytheville Community College and from service regions of other Virginia community colleges that do not provide access to a Practical Nursing program.

The following is a list of technical abilities and skills applicants for admission should possess:

- **Critical Thinking:** Critical thinking ability sufficient
- **Interpersonal:** Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds
- **Communication:** Communication abilities sufficient for interaction with others in verbal and written form

- **Mobility:** Sufficient to move from room to room and maneuver in small spaces
- **Motor Skills:** Gross and fine motor abilities sufficient to provide safe care
- **Hearing Acuity:** Ability sufficient to monitor and assess health needs
- **Visual:** Visual ability sufficient for observation and assessment necessary in nursing care
- **Tactile:** Tactile ability sufficient for physical assessment

**Program Requirements:** Upon acceptance into the Practical Nursing Program, the following are necessary:

1. Completed health form submitted before admission to PNE 161;
2. Current CPR certification (AHA Health Care Provider Course or Red Cross CPR for Professional Rescuer);
3. A grade of "C" in all Practical Nursing courses is necessary to progress through the program;
4. Criminal background checks and drug screenings. See policy below:

**A. Policy:** Criminal Background Checks are required for students enrolled in Wytheville Community College Practical Nursing Program.

**B. Purpose:** To meet VA State Board of Nursing Regulation 18VA9027-70: D. Except for high school students, all applicants to a nursing education program shall be required to submit to a criminal background check prior to admission.

**C. Procedure:** Criminal background checks and drug screens are required by clinical agencies used by Wytheville Community College for all Practical Nursing Program students. A criminal background check will be required by all non-high school students before entering the PNE classes. The criminal background check and drug screen will be performed by an approved third party vendor as designated by Wytheville Community College. Prospective students are responsible for completing the necessary forms and payment for the background check and drug screen. Anyone who does not pass the background check or drug screen will not be eligible to enroll in the PNE Program. If a change occurs

at any time while the student is still enrolled in the program, the student will agree to resubmit, and incur the cost of, a background check and drug screen to the third party utilized by Wytheville Community College (Castlebranch.com). If the student fails to comply with this agreement, the student may not be eligible to sit for the NCLEX-PN exam according to the Virginia Board of Nursing Regulations.

Criminal background checks and drug screens must be performed every year while enrolled in the PNE Program.

For high school students, a criminal background check and drug screen will be required before entering clinical practicum.

**Program Readmission:** All Students who wish to return to the Practical Nursing Program must contact the program head in writing.

Students who withdraw or make a grade less than “C” in PNE courses must reenter the program and retake the affected course or courses the next time the courses are offered. Before readmission, students must have a WCC GPA of 2.5 or better, complete all developmental courses, update clinical eligibility forms, have current Healthcare Provider CPR card, complete criminal background and drug screens, complete a drug dosage and calculation review, and pass exams for all previous courses. Faculty may create an individualized developmental plan with additional requirements. Readmission to second year will be contingent on available clinical slots. Student must reapply by **February 15** for summer and fall semester and deadlines established by program head for spring semester. Students are not eligible for readmission after two attempts; only extenuating circumstances may be considered by the Practical Nursing faculty committee. Any student who is eligible for readmission and has been out of the program for more than a year must repeat all PNE courses. Students who are withdrawn because of honor code violations are ineligible for readmission.

**Special Accreditation Status:** The program is approved by the Virginia Community College System and the Virginia State Board of Nursing.

### NCLEX-PN Pass Rates

2016	89%
2015	89%
2014	70 %
2013	91%
2012	80%
2011	71%

The following list is a suggested sequence in which students may plan their class schedules to ensure graduation in two years.

Course Number	Course Title	Lect. Hrs.	Lab Hrs.	Course Cr.
<b>Year 1--First Semester</b>				
PNE 141	Nursing Skills I	2	3	3
PNE 155	Body Structure & Function	3	0	3
SDV 100 <sup>2</sup>	College Success Skills	1	0	1
Suggested Credits & Hours for Semester		6	3	7

### **Second Semester**

HLT 105 <sup>1</sup>	Cardiopulmonary Resuscitation	1	0	1
PNE 142	Nursing Skills II	2	3	3
PNE 173	Pharmacology I	2	0	2
Suggested Credits & Hours for Semester		5	3	6

### **Year 2--Third Semester**

PNE 161	Nursing in Health Changes I	2	12	6
Suggested Credits & Hours for Semester		2	12	6

### **Fourth Semester**

ENG 111	College Composition I	3	0	3
ITE 115	Introduction to Computer Applications & Concepts	3	0	3
PNE 162	Nursing in Health Changes II	4	21	11
Suggested Credits & Hours for Semester		10	21	17

### **Fifth Semester**

PNE 130	Maternity Nursing	3	3	4
PNE 157	Pediatrics	4	3	5
PNE 158	Mental Health/Psychiatric	2	0	2
PNE 181	Clinical Experience	0	15	5
Suggested Credits & Hours for Semester		9	21	16

### **Total Minimum Credits Required for this Curriculum.....52**

<sup>1</sup>HLT 105 or any other general education elective approved by the program.

<sup>2</sup>Students may also take SDV 101 or SDV 104.

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# Respiratory Care

*(Cooperative Program with J. Sargeant Reynolds Community College)*

**Degree:** Associate of Applied Science in Respiratory Therapy with a major in Respiratory Therapy

WCC and JRCC jointly offer the Associate of Applied Science Degree in Respiratory Therapy through a distance learning partnership. Students may complete general education courses at WCC. Respiratory Therapy courses are offered through JSRCC. The program consists of a combination of traditional and distance learning modalities. This program is an extension of the Respiratory Therapy program located in Richmond, Virginia. Students are selected for the Respiratory Therapy degree program by JSRCC.

**Purpose:** The degree in Respiratory Therapy is designed to prepare students for roles as contributing members of the modern health care team concerned with treatment, management, and care of patients with breathing, cardiovascular, and sleep abnormalities.

**Occupational Objectives:** Occupational objectives include employment opportunities as respiratory therapy practitioners in hospitals, clinics, research facilities, home care agencies, and alternate care sites. The respiratory therapy practitioner will be able to administer gas therapy, humidity therapy, aerosol therapy, and hyperinflation therapy; assist with mechanical ventilation, special therapeutic and diagnostic procedures, cardiopulmonary resuscitation, and airway management techniques; and follow therapeutic protocols. The respiratory therapy practitioner works under the supervision of a physician.

**Admission Requirements** General college curricular admission

**Program Notes:** The Respiratory Therapy program offers courses in both traditional and distance learning formats. All distance learning courses within the curriculum are classified as distance learning with in-person or proctor requirements. This means that most of the instruction for the course is delivered online and that students will be required to make a limited number of trips to a campus site for labs, presentations, and other class activities or to a community site for clinical or

internships. Also, some courses may require proctored testing that can be done at Wytheville testing centers, testing sites at other VCCS colleges, or an approved site outside the state of Virginia.

In order to complete the Respiratory Therapy program, students will be required to attend both day and evening classes.

**Applying to the Program:** Applicants must complete the following:

1. Fulfill all prerequisites by the end of the spring semester in the year the student is applying for acceptance into the associate degree.
2. Submit a portfolio by February 1 to include a completed Respiratory Therapy application and an unofficial transcript.
3. Communicate with the program director or distance education coordinator.

Students completing the Respiratory Therapy pre-requisites must do the following:

- ☐ Take the Mathematics Virginia Placement Test (VPT) and complete through MTE 5 if developmental mathematics is required based on placement test results. Students completing college algebra with a grade of "C" or better can use this course to satisfy the program's math requirement.
- ☐ Achieve a grade of "C" or better in BIO 141 and BIO 142.
- ☐ Attain a minimum cumulative grade point average of 2.5 in ENG 111, Social/Behavioral Science Elective, Humanities/Fine Arts Elective, BIO 141, BIO 142, RTH 102, and RTH 121.

**Computer Competency Requirement:** Students in this program will meet the college's computer competency requirement by successfully completing ITE 115 or CSC 155.

**Acceptance into the Program:** Students are accepted into the Respiratory Therapy AAS degree based on completion of the pre-requisite courses with a minimum GPA of 2.5 or higher (not to include SDV 100, ITE 115 or Math as part of the GPA calculation) and competitive ranking of their pre-requisite GPAs. The program director will notify students by the middle of June regarding acceptance.



**Non-Acceptance into the Program:** Students not accepted into the program must reapply by the February 1 deadline. Previously submitted portfolios will not be carried over to the next year's applicant pool.

**Acceptance into Clinical Courses:** Students who have been accepted into the program must secure transportation to and from facilities used for clinical experiences.

Students will be placed in clinical courses (RTH 190 or higher) when they have submitted the following:

1. Completed physical examination form provided by the program, which includes a yearly PPD and flu vaccination, as well as an immunization schedule.
2. Documentation of a current CPR Healthcare Provider Certification (American Heart Association), with bi-annual recertification.
3. Certified background check and drug screening. (Applicants who do not pass the background check and/or drug screening will not be allowed to enroll in any Respiratory Therapy clinical course. Without completing the clinical component of the program students will not be eligible for curriculum completion.)

NOTE: The above requirements are at the student's expense.

**Functional Skills Requirements:** Students entering the Respiratory Therapy program must possess the following functional skills:

- ☐ Sufficient eyesight, including color vision, to observe patients, perform and visualize patient assessments, manipulate equipment, and visually read patient records, graphs, and test results.
- ☐ Sufficient hearing to communicate with patients and members of the health care delivery team, monitor patients using electronic equipment, and hear necessary sounds during operation of equipment.
- ☐ Satisfactory speaking, reading, and writing skills to effectively communicate in English in a timely manner.
- ☐ Sufficient gross and fine motor coordination to exhibit excellent eye-hand coordination and dexterity to manipulate equipment, lift, stoop,

and bend in the delivery of safe patient care.

- ☐ Satisfactory physical strength and endurance to be on one's feet for extended periods and move heavy equipment, patients, and supplies. Sitting, walking, bending, and reaching motions are also requirements for respiratory therapists.
- ☐ Satisfactory intellectual, emotional, and psychological health and functioning to ensure patient safety and to exercise independent judgment and discretion in performing assigned tasks.
- ☐ Time management of multiple priorities, multiple stimuli, and fast-paced environments.
- ☐ Analysis and critical-thinking skills.

**Progression through the Program:** The college offers this program in affiliation with the healthcare agencies and practitioners in the communities the college serves. The college relies on its community affiliates to provide clinical education opportunities for its students, expert clinical preceptors, and course instructors for many courses. The often rapid changes in healthcare law, standards of practice, technology, and content of credentialing examinations increasingly necessitate sudden changes in the program's course content, policies, procedures, and course scheduling. As a result, the college cannot guarantee every student continuous and uninterrupted clinical and course instruction as outlined in the printed catalog curriculum for this program. Circumstances beyond the control of the college may necessitate the postponement of course offerings or changes in the sequencing and/or location of scheduled courses or clinical assignments. Additionally, the college may have to change the instructor for courses after instruction has started.

**Continuation in the Program:** A student must obtain permission from the program head to continue in the Respiratory Therapy program under the following conditions: 1) a grade below "C" is earned in any major course; 2) overall GPA falls below a 2.0 average in any one semester.

**Re-Entry into the Program:** Should a student leave the program for any reason and subsequently wish to be readmitted, a new application must be submitted. The student's new application will be reviewed under the competitive admissions process. If a student is

readmitted into the program, an objective evaluation will be used to determine placement within the curriculum based on evaluated didactic and laboratory competencies. Students who leave the program for more than two semesters will be required to repeat the program in its entirety.

**Clinical Contracts:** Individual contracts are in effect with each affiliate clinical agency, and these contracts differ in requirements for students. The general stipulations are as follows:

1. Clinical agencies reserve the right to dismiss a student from their agency at any time with due cause. This will be done with advanced notice except in an emergency.
2. Proper uniform must be worn.
3. Published hospital policies must be followed.
4. Immunizations must be current.
5. The student releases the facility, its agency, and employees from any liability for any injury or death to self or damage to personal property arising out of the clinical agreement or use of the facility.
6. The student is financially responsible for any medical care required while in the clinical setting.
7. The student must have a current American Heart Association or American Red Cross CPR certification at the BLS level for Health Care provider.
8. A criminal background check and drug screening are required of all entering students.

### **Financial Requirements:**

Books and Supplies    \$850 1st semester  
                                      \$100 per subsequent semester

#### **Miscellaneous Fees:**

ACLS	\$170
DataArc	\$70
Self-Assessment Exit Exams	\$230
Seminar	\$300
Identification Badge	\$15
Uniform /Shoes/Stethoscope	\$175
Criminal Background Check and Drug Screening	\$90
Physical Examination	Varies
Immunizations and Titters	Varies
Note: The above costs are approximate and subject to change.	

**Program Exit Exam:** Every student is required to pass comprehensive exit exams before being added to the National Board for Respiratory Care's electronic eligibility database. The cost of the exams is added as a course fee.

**Program Accreditation and Practitioner Certification:** The Respiratory Therapy program is accredited through the [Commission on Accreditation for Respiratory Care, 1248 Harwood Road, Bedford, TX 76021-4244, \(817\) 283-2835](#). Graduates of the AAS program are eligible to take the Therapist Multiple-Choice Examination administered by the National Board for Respiratory Care, Inc. Successful completion of the Therapist Multiple-Choice Examination will award graduates with the CRT (Certified Respiratory Therapist) credential and the possibility of becoming eligible to take the Clinical Simulation Examination. Successful completion of the Clinical Simulation Examination will award graduates with the RRT (Registered Respiratory Therapist) credential.

After obtaining the minimum CRT credential graduates must apply for a license in the state they are seeking employment. State licensure is a process overseen by the Board of Medicine. Graduates are therefore responsible for licensure requirements and fees for that state. It also the responsibility of graduates to maintain their credentials (CRT or RRT) through the National Board for Respiratory Care, Continuing Competency Program.

<b>Course Number</b>	<b>Course Title</b>	<b>Lect. Hrs.</b>	<b>Lab Hrs.</b>	<b>Course Cr.</b>
RTH 102	Integrated Sciences for Respiratory Care	3	0	3
RTH 110	Fundamental Theory and Procedures for Respiratory Care	2	6	4
RTH 121	Cardiopulmonary Science I	3	0	3
RTH 135 <sup>1</sup>	Diagnostic and Therapeutic Procedures I	1	3	2
RTH 145	Pharmacology for Respiratory Care I	1	0	1
ENG 111 <sup>2</sup>	College Composition I	3	0	3
SDV 100 <sup>2</sup>	College Success Skills	<u>1</u>	<u>0</u>	<u>1</u>
<b>TOTAL</b>		14	9	17
RTH 112	Pathology of the Cardiopulmonary System	3	0	3
RTH 131	Respiratory Care Theory and Procedures I	3	3	4
RTH 190	Coordinated Practice in Respiratory Therapy-NCC I	0	10	2

RTH 190	Coordinated Practice in Respiratory Therapy-NCC II	0	10	2
BIO 141 <sup>2</sup>	Human Anatomy and Physiology I	3	3	4
<b>TOTAL</b>		9	26	15

RTH 132	Respiratory Care Theory and Procedures II	3	3	4
RTH 222	Cardiopulmonary Science II	3	0	3
RTH 190	Coordinated Practice in Respiratory Therapy-NCC Internship	0	10	2
BIO 142 <sup>2</sup>	Human Anatomy and Physiology II	3	3	4
RTH 215	Pulmonary Rehabilitation	1	0	1
<b>TOTAL</b>		10	16	14

RTH 265	Current Issues in Respiratory Care	2	0	2
RTH 290	Coordinated Practice in Respiratory Therapy-ACC/NPCC I	0	10	2
RTH 290	Coordinated Practice in Respiratory Therapy-ACC/NPCC II	0	10	2
RTH 223	Cardiopulmonary Science III	2	0	2
RTH 226	Theory of Neonatal and Pediatric Respiratory Care	2	0	2
Elective <sup>2,3</sup>	Social/Behavioral Science	3	0	3
Elective <sup>2,3</sup>	Humanities/Fine Arts	3	0	3
<b>TOTAL</b>		12	20	16

RTH 236	Critical Care Monitoring	2	3	3
RTH 290	Coordinated Practice in Respiratory Therapy-ACC/NPCC III	0	10	2
RTH 290	Coordinated Practice in Respiratory Therapy-ACC/NPCC IV	0	5	1
<b>TOTAL</b>		2	18	6

RTH 227	Integrated Respiratory Therapy Skills II	2	0	2
RTH 290	Coordinated Practice in Respiratory Therapy-ACC/NPCC Internship	0	10	2
<b>TOTAL</b>		2	10	4

**Total Minimum Credits Required for AAS Degree in Respiratory Therapy ..... 72**

<sup>1</sup>RTH 135 fulfills the general education personal wellness requirement.

<sup>2</sup>This course is a pre-requisite for the Respiratory Therapy AAS program.

<sup>3</sup>See list of approved general education electives (humanities/ fine arts, social/behavioral sciences, mathematics, science, and personal wellness)

options included within the Career Studies program represent a variety of career and academic pursuits. Each may be viewed as a mini-curriculum which is part of a broader range of educational possibilities within a given career field.

**Length:** Variable. The options within this program amount to approximately one to two semesters of full-time academic work.

**Admission Requirements:** Admission to the Career Studies Certificate program is based upon the general requirements for admission to the college.

*\*Due to the short duration of these programs and the absence of general education requirements from most, successful completion does not entitle one to participate in or to be recognized during graduation exercises.*

### Program Options:

Carpentry  
Clerical Assistant  
Cybersecurity  
Dental Assisting  
Electrical  
EMT-Paramedic  
File Clerk  
Health Studies  
Heating/Ventilation/Air Conditioning (HVAC)  
Human Services--Developmental Disabilities  
Human Services--Integrated Discipline  
Human Services--Mental Health  
Legal Assisting  
Machining  
Medical Coding  
Medical Records Clerk  
Medical Transcriptionist  
Networking  
Pharmacy Technician  
Phlebotomy  
Plumbing  
Public Health  
Solar Installer  
Substance Abuse  
Supervision  
Truck Driving  
Web Design and Office Applications

As community needs are identified, the college will develop and implement additional options to the extent that institutional resources permit.

## Carpentry

Course Number	Course Title	Lect. Hrs.	Lab Hrs.	Course Cr.
<b>First Semester</b>				
BLD 99	Supervised Study in Carpentry	0	3	1
BLD 131	Carpentry Framing I	3	4	5
BLD 133	Carpentry Framing III	3	4	5
Suggested Credits & Hours for Semester		6	11	11

### Summer Semester

BLD 190	Coordinated Internship			
or				
BLD 198	Seminar and Project	0	9	3
Suggested Credits & Hours for Semester		0	9	3

### Second Semester

BLD 132	Carpentry Framing II	3	4	5
BLD 134	Carpentry Framing IV	3	4	5
Suggested Credits & Hours for Semester		6	8	10
<b>Total</b>		<b>12</b>	<b>28</b>	<b>24</b>

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## Clerical Assistant

Course Number	Course Title	Lect. Hrs.	Lab Hrs.	Course Cr.
AST 101	Keyboarding I	3	0	3
AST 107	Editing/Proofreading Skills	3	0	3
AST 141	Word Processing I	3	0	3
AST 205	Business Communications	3	0	3
AST 234	Records and Database Management (Access)	3	0	3
AST 236	Specialized Software Applications (Excel)	3	0	3
<b>Total</b>		<b>18</b>	<b>0</b>	<b>18</b>

## Cybersecurity

Course Number	Course Title	Lect. Hrs.	Lab Hrs.	Course Cr.
<b>First Semester</b>				
ITE 115	Intro to Computer Apps & Concepts	3	0	3
ITN 200	Admin of Network Resources	3	0	3
Suggested Credits & Hours for Semester		6	0	6
<b>Second Semester</b>				
ITN 101	Intro to Network Concepts	3	0	3
ITN 170	Linux Sys Admin or ITN 171 Unix 1	3	0	3
Suggested Credits & Hours for Semester		6	0	6
<b>Third Semester</b>				
ITN 260	Network Security Basics	3	0	3
ITN 267	Legal Topics in Ntwrk Security	3	0	3
Suggested Credits & Hours for Semester		6	0	6

### Fourth Semester

ITN 261	Network Attacks, Computer Crime & Hacking	4	0	4
ITN 262	Network Comm, Security & Authentication	4	0	4
ITN 266	Network Security Layers	3	0	3
Suggested Credits & Hours for Semester		11	0	11
<b>Total</b>		<b>29</b>	<b>0</b>	<b>29</b>

## Dental Assisting

Course Number	Course Title	Lect. Hrs.	Lab Hrs.	Course Cr.
DNA 103	Introduction to Oral Health	1	0	1
DNA 109	Practical Infection Control	2	3	3
DNA 110	Dental Materials	2	3	3
DNA 113	Chairside Assisting I	2	3	3
DNA 135	Radiation Health and Safety	1	3	2
<b>Total</b>		<b>8</b>	<b>12</b>	<b>12</b>

Note: Students must pass first dynamic session in dental assisting with a grade of "C" or better in order to progress to second dynamic session.

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## Electrical

Course Number	Course Title	Lect. Hrs.	Lab Hrs.	Course Cr.
<b>First Semester</b>				
ELE 110	Home Electric Power	2	2	3
ELE 115	Basic Electricity	3	0	3
ELE 173	Commercial Wiring Methods	2	2	3
Suggested Credits & Hours for Semester		7	4	9
<b>Second Semester</b>				
ELE 127	Residential Wiring Methods	2	3	3
ELE 135	National Electrical Code-- Residential	2	2	3
ELE 151	Electrical Troubleshooting	2	3	3
Suggested Credits & Hours for Semester		6	8	9

### Summer Semester

BLD 190	Coordinated Internship			
or				
BLD 198	Seminar and Project	0	9	3
ELE 99	Supervised Study in Electricity	2	3	3
Suggested Credits & Hours for Semester		2	12	6
<b>Total</b>		<b>15</b>	<b>24</b>	<b>24</b>

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## Electronic Medical Records Specialist

Course Number	Course Title	Lect. Hrs.	Lab Hrs.	Course Cr.
<b>First Semester</b>				
AST 101 <sup>1</sup>	Keyboarding I	3	0	3
BIO 141	Human Anatomy I	3	3	4
PSY 230	Developmental Psychology	3	0	3
HIM 101	Health Info Technology	3	3	4
SDV 100	College Success Skills	1	0	1
Suggested Credits & Hours for Semester		13	6	15

### Second Semester

BIO 142	Human Anatomy II	3	3	4
HIM 113	Medical Terminology I	3	0	3
HIM 130	Healthcare Info Systems	3	0	3
HIM 150	Healthcare Records Mngmt.	3	0	3
Suggested Credits & Hours for Semester		12	3	13

**Total** 28 9 28

<sup>1</sup>Student who posses skill in Keyboarding may petition for advanced placement with Credit by Exam.

## EMT-Paramedic (Intermediate)

(Cooperative Program with Southwest Virginia Community College)

Course Number	Course Title	Lect. Hrs.	Lab Hrs.	Course Cr.
<b>First Semester</b>				
EMS 111	Emergency Medical Technician--Basic	5	4	7
EMS 120	EMT--Basic Clinical	0	2	1
Suggested Credits & Hours for Semester		5	6	8

### Second Semester

EMS 151	Intro. to Advanced Life Support	3	2	4
EMS 170	ALS Internship I	0	3	1
EMS 153	Basic ECG Recognition	2	0	2
EMS 157	ALS--Trauma Care	2	2	3
Suggested Credits & Hours for Semester		7	7	10

### Third Semester

EMS 155	ALS--Medical Care	3	2	4
EMS 159	EMS Special Populations	2	2	3
EMS 172	ALS Clinical Internship II	0	3	1
EMS 173	ALS Field Internship I	0	3	1
Suggested Credits & Hours for Semester		5	10	9

**Total** 17 23 27

A criminal background check and drug screening is also done to confirm compliance with state regulations. See <http://www.vdh.virginia.gov/OEMS/Training/TPAM/Forms/Training%20Programs%20Summary.pdf>.

## EMT-Intermediate to Paramedic Bridge

(Cooperative Program with Southwest Virginia Community College)

Course Number	Course Title	Lect. Hrs.	Lab Hrs.	Course Cr.
<b>First Semester</b>				
BIO 145*	Human Anatomy & Physiology	3	1	4
EMS 213	ALS Skills Development	0	4	2
Suggested Credits & Hours for Semester		3	5	6

### Second Semester

EMS 201	EMS Professional Development	3	0	3
EMS 205	Advanced Pathophysiology	4	0	4
EMS 207	Advanced Patient Assessment	2	2	3
EMS 242	ALS Clinical Internship III	0	3	1
EMS 243	ALS Field Internship III	0	3	1
Suggested Credits & Hours for Semester		9	8	12

### Third Semester

EMS 209	Advanced Pharmacology	3	2	4
EMS 211	Operations	1	2	2
EMS 244	ALS Clinical Internship IV	0	3	1
EMS 245	ALS Field Internship IV	0	3	1
Suggested Credits & Hours for Semester		4	10	8

**Total** 16 23 26

\*Students should take BIO 141, 142 or BIO 145. It is recommended that students who are planning to transfer to Registered Nursing or Radiography complete BIO 141-142.

A criminal background check and drug screening is also done to confirm compliance with state regulations. See <http://www.vdh.virginia.gov/OEMS/Training/TPAM/Forms/Training%20Programs%20Summary.pdf>.

## File Clerk

Course Number	Course Title	Lect. Hrs.	Lab Hrs.	Course Cr.
AST 101	Keyboarding I	3	0	3
AST 141	Word Processing I	3	0	3
AST 234	Records and Database Management (Access)	3	0	3
AST 260	Presentation Software	2	0	2
AST 160	Learning the Internet for Business	1	0	1
<b>Total</b>		<b>12</b>	<b>0</b>	<b>12</b>

## Health Sciences

Course Number	Course Title	Lect. Hrs.	Lab Hrs.	Course Cr.
<b>First Semester</b>				
BIO 141	Human Anatomy and Physiology I	3	3	4
ENG 111	College Composition I	3	0	3
SDV 100*	College Success Skills	1	0	1
Elective**	Social Studies Elective	3	0	3
Elective***	Elective	3	0	3
Suggested Credits & Hours for Semester		13	3	14

## Wytheville Community College

### Second Semester

BIO 142	Human Anatomy and Physiology II	3	3	4
BIO 150	Introductory Microbiology	3	3	4
Elective****	Humanities Elective	3	0	3
Elective***	Elective	3	0	3
Suggested Credits & Hours for Semester		12	6	14
<b>Total</b>		<b>25</b>	<b>9</b>	<b>28</b>

\*SDV 101, 104, or 108 may be substituted for SDV 100.

\*\*Please consult your advisor before selecting social science electives.

\*\*\*Please see your advisor for assistance in selecting electives for the health program you are preparing to enter.

\*\*\*\*Please see your advisor for a list of acceptable humanities electives for the health program you are preparing to enter.

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## Heating, Ventilation and Air Conditioning (HVAC)

Course Number	Course Title	Lect. Hrs.	Lab Hrs.	Course Cr.
<b>First Semester</b>				
AIR 121	Air Conditioning and Refrigeration I	2	3	3
AIR 126	Electrical and Control Systems	1	3	2
AIR 235	Heat Pumps	2	2	3
ELE 115	Basic Electricity	3	0	3
Suggested Credits & Hours for Semester		8	8	11

### Second Semester

AIR 122	Air Conditioning and Refrigeration II	2	3	3
AIR 158	Mechanical Codes	2	0	2
AIR 159	Heating and Cooling Safety	1	0	1
AIR 165	Air Conditioning Systems I	2	3	3
Suggested Credits & Hours for Semester		7	6	9

### Summer Semester

AIR 99	Supervised Study in HVAC	0	3	1
BLD 190	Coordinated Internship			
or				
BLD 198	Seminar and Project	0	9	3
Suggested Credits & Hours for Semester		0	12	4
<b>Total</b>		<b>15</b>	<b>26</b>	<b>24</b>

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## Human Services--Developmental Disabilities

Course Number	Course Title	Lect. Hrs.	Lab Hrs.	Course Cr.
HMS 161	Professional Skills Development for Human Services	3	0	3
HMS 190	Coordinated Internship	3	0	3
MEN 121	Intellectual Disabilities I	3	0	3
HMS 100	Introduction to Human Svcs.	3	0	3
MEN 295	Intro to Autism	3	0	3
HMS 162	Comm Skills for Human Services Professionals	3	0	3
<b>Total</b>		<b>18</b>	<b>0</b>	<b>18</b>

## Human Services--Integrated Discipline

Course Number	Course Title	Lect. Hrs.	Lab Hrs.	Course Cr.
MEN 195	Topics in Pharmacology & Drug Abuse	3	0	3
MEN 122	Intellectual Disabilities II	3	0	3
PSY 120	Human Relations	3	0	3
MEN 101	Mental Health Skills Training I	3	0	3
HMS 150	Activities Documentation & Programming	3	0	3
PSY 195	Topics in Developmental Psychology	3	0	3
<b>Total</b>		<b>18</b>	<b>0</b>	<b>18</b>

## Human Services--Mental Health

Course Number	Course Title	Lect. Hrs.	Lab Hrs.	Course Cr.
HMS 161	Professional Skills Development for Human Services	3	0	3
HMS 190	Coordinated Internship	3	0	3
MEN 121	Intellectual Disabilities	3	0	3
HMS 100	Introduction to Human Svcs.	3	0	3
MEN 110	Introduction to Abnormal Psychology	3	0	3
HMS 162	Comm Skills for Human Services Professionals	3	0	3
<b>Total</b>		<b>18</b>	<b>0</b>	<b>18</b>

## Legal Assisting

Course Number	Course Title	Lect. Hrs.	Lab Hrs.	Course Cr.
<b>First Semester</b>				
AST 101*	Keyboarding I	3	0	3
AST 107	Editing and Proofreading Skills	3	0	3
ENG 111	College Composition	3	0	3

LGL 110	Into to Law and the Legal Assistant	3	0	3
Suggested Credits & Hours for Semester		12	0	12

**Second Semester**

AST 236	Specialized Software	3	0	3
LGL 126	Legal Writing	3	0	3
Elective**	LGL Elective	3	0	3
Elective**	LGL Elective	3	0	3
Suggested Credits & Hours for Semester		12	0	12
<b>Total</b>		<b>24</b>	<b>0</b>	<b>24</b>

\*Students who possess keyboarding skills may petition for advanced placement with Credit by Examination.

\*\*The legal assisting student may select from the following electives to fulfill the Legal Assistant degree program: LGL 115 - Real Estate Law for Legal Assistants; LGL 116 - Domestic Relations and Consumer Law; LGL 117 - Family Law; LGL 218 - Criminal Law or ADJ 211; LGL 225 Estate Planning & Probate.

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**Machining**

Course Number	Course Title	Lect. Hrs.	Lab Hrs.	Course Cr.
DRF 162	Blueprint Reading II	1	3	2
MAC 101	Machine Shop Operations	5	9	8
MAC 102	Machine Shop Practices	5	9	8
MAC 206	Production Machining Technology	4	6	6
MTH 103	Basic Technical Mathematics I	3	0	3
<b>Total</b>		<b>18</b>	<b>27</b>	<b>27</b>

**Medical Coding**

Course Number	Course Title	Lect. Hrs.	Lab Hrs.	Course Cr.
<b>First Semester</b>				
AST 101 <sup>1</sup>	Keyboarding I	3	0	3
HIM 113	Medical Terminology & Disease Processes I	3	0	3
HIM 253	Health Records Coding	3	2	4
NAS 150	Human Biology	3	0	3
Suggested Credits & Hours for Semester		12	0	13

**Second Semester**

AST 102	Keyboarding II	3	0	3
ENG 137/111 <sup>2</sup>	Communication Processes I	3	0	3
HIM 151	Reimbursement Issues in Medical Practices	2	0	2
HIM 254	Advanced Coding & Reimbursement	3	0	3
HLT 145	Ethics for Health Care Personnel	2	0	2
Suggested Credits & Hours for Semester		13	0	13
<b>Total</b>		<b>25</b>	<b>2</b>	<b>26</b>

<sup>1</sup>Students who possess keyboarding skills may petition for advanced placement with Credit by Examination.

<sup>2</sup>Students who desire transferable credits must take ENG 111 in place of ENG 137.

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**Medical Records Clerk**

Course Number	Course Title	Lect. Hrs.	Lab Hrs.	Course Cr.
<b>First Semester</b>				
AST 101*	Keyboarding I	3	0	3
AST 234	Records and Database Management (Access)	3	0	3
HIM 101	Health Information Technology	3	2	4
HIM 113	Medical Terminology & Disease Processes I	3	0	3
Suggested Credits & Hours for Semester		12	2	13

**Second Semester**

AST 102	Keyboarding II	3	0	3
ENG 137*	Communication Processes I	3	0	3
HIM 130	Healthcare Information Systems	3	0	3
HIM 150	Health Records Management	3	0	3
HLT 145	Ethics for Health Care Personnel	2	0	2
Suggested Credits & Hours for Semester		14	0	14
<b>Total</b>		<b>26</b>	<b>2</b>	<b>27</b>

\*Students who possess keyboarding skills may petition for advanced placement with Credit by Examination.

\*\*Students who desire transferable credits must take ENG 111 and CST 110 in place of ENG 137.

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**Medical Transcriptionist**

Course Number	Course Title	Lect. Hrs.	Lab Hrs.	Course Cr.
<b>First Semester</b>				
AST 101 <sup>1</sup>	Keyboarding I	3	0	3
AST 160	Learning the Internet for Business	1	0	1
HLT 145	Ethics for Health Care Personnel	2	0	2
HIM 113	Medical Terminology & Disease Processes I	3	0	3
NAS 150	Human Biology	3	0	3
Suggested Credits & Hours for Semester		12	0	12
<b>Second Semester</b>				
AST 102	Keyboarding II	3	0	3
AST 141	Word Processing I	3	0	3
AST 245	Medical Machine Transcription	3	0	3
ENG 137/111 <sup>2</sup>	Communication Processes I	3	0	3
Suggested Credits & Hours for Semester		12	0	12
<b>Total</b>		<b>24</b>	<b>0</b>	<b>24</b>

## Wytheville Community College

<sup>1</sup>Students who possess keyboarding skills may petition for advanced placement with Credit by Examination.

<sup>2</sup>Students who desire transferable credits must take ENG 111 in place of ENG 137.

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## Networking

**NOTE: This program starts in the Spring Semester**

Course Number	Course Title	Lect. Hrs.	Lab Hrs.	Course Cr.
<b>First Semester</b>				
ITN 101	Intro to Network Concepts	3	0	3
ITN 170	Linux Sys. Admin or ITN 171 Unix I	3	0	3
Suggested Credits & Hours for Semester		6	0	6

### Second Semester

ITN 200	Admin of Network Resources	3	0	3
ITN 260	Network Security Basics	3	0	3
ITN 208	Protocols & Comm. TCP/IP	4	0	4
Suggested Credits & Hours for Semester		10	0	10
<b>Total</b>		<b>16</b>	<b>0</b>	<b>16</b>

## Pharmacy Technician

Course Number	Course Title	Lect. Hrs.	Lab Hrs.	Course Cr.
<b>First Semester</b>				
HLT 261	Basic Pharmacy I	3	0	3
HLT 263	Basic Pharmacy I Lab	0	1	1
HLT 250	General Pharmacology	3	0	3
HIM 113	Medical Terminology & Disease Processes I	3	0	3
HLT 106	First Aid & Safety	2	0	2
HLT 105	CPR	1	0	1
Suggested Credits & Hours for Semester		12	1	13

### Second Semester

HLT 262	Basic Pharmacy II	3	0	3
HLT 264	Basic Pharmacy II Lab	0	1	1
ITE 115	Introduction to Computer Applications & Concepts	3	0	3
HLT 290	Coordinated Internship in Pharmacy Technician	1	6	4
HLT 145	Ethics for Health Care Personnel	2	0	2
Suggested Credits & Hours for Semester		9	7	13

**Total** **19** **7** **26**

A comprehensive Criminal Background Check, for criminal history and sex offender crimes against minors, and a drug screen are required for entrance into clinical agencies. Students with convictions or a positive drug screen may be prohibited from clinical practice and may not be able to complete the clinical portion of the program. Costs for criminal background checks and drug testing will be the responsibility of the student.

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## Phlebotomy

Course Number	Course Title	Lect. Hrs.	Lab Hrs.	Course Cr.
ENG 137*	Communication Processes I	3	0	3
HLT 145	Ethics for Health Care Personnel	2	0	2
ITE 115	Introduction to Computer Applications & Concepts	3	0	3
MDL 105	Phlebotomy	2	3	3
MDL 106	Clinical Phlebotomy	2	6	4
PSY 120	Human Relations	3	0	3
<b>Total</b>		<b>15</b>	<b>9</b>	<b>18</b>

\*Students who desire transferable credits are recommended to take ENG 111 in place of ENG 137.

A comprehensive Criminal Background Check for criminal history and sex offender crimes against minors, a drug screen, and a medical examination is required for entrance into clinical agencies. Students with convictions or a positive drug screen may be prohibited from clinical practice and may not be able to complete the clinical portion of the program. Cost for criminal background checks, drug testing, and medical examination will be the responsibility of the student. Students must pass MDL 105 with a grade of "C" or better in order to progress to MDL 106.

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## Plumbing

Course Number	Course Title	Lect. Hrs.	Lab Hrs.	Course Cr.
<b>First Semester</b>				
BLD 140	Principles of Plumbing Trades I	3	0	3
Elective*	Core Elective	3	0	3
BLD 141	Principles of Plumbing Trades II	3	0	3

### Summer Semester

BLD 144	Plumbing Code & Certi. Prep 3		0	3
BLD 190	OR			
BLD 198	Coordinated Internship/Seminar and Project	0	9	3

### Second Semester

BLD 142	Principles of Plumbing Trades III	3	0	3
BLD 143	Plumbing and Blueprint Reading	3	0	3
Elective*	Core Elective	3	0	3
<b>Total</b>		<b>21</b>	<b>9</b>	<b>24</b>

\*Core Electives: ELE 110, ELE 115, ELE 127, AIR 121, AIR 122



## Public Health

Course Number	Course Title	Lect. Hrs.	Lab Hrs.	Course Cr.
PBH 100	Introduction to Public Health	3	0	3
PBH 110	Introduction to Health and Disease	3	0	3
PBH 120	Principles of Epidemiology	3	0	3
PBH 130	Nutrition for Public Health	3	0	3
PBH 140	Environmental and Occupational Health	3	0	3
PBH 150	Global Health	3	0	3
<b>Total</b>		<b>18</b>	<b>0</b>	<b>18</b>

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## Solar Installer

Course Number	Course Title	Lect. Hrs.	Lab Hrs.	Course Cr.
<b>First Semester</b>				
ENE 99	Supervised Study in Alternative Energy	1	3	2
ELE 115	Basic Electricity	3	0	3
ENE 100	Conventional and Alternative Energy	3	3	4
ENE 120	Solar Power-PV and Thermal Technology	3	3	4
Suggested Credits & Hours for Semester		10	9	13

### Second Semester

ENE 105	Solar Thermal Active and Passive Technology	3	3	4
ENE 110	Solar Power Installations	3	3	4
BLD 290	Coordinated Internship			
or				
BLD 298	Seminar and Project	0	9	3
Suggested Credits & Hours for Semester		6	15	11
<b>Total</b>		<b>12</b>	<b>24</b>	<b>24</b>

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## Substance Abuse

Course Number	Course Title	Lect. Hrs.	Lab Hrs.	Course Cr.
<b>First Semester</b>				
SDV 100	College Success Skills	1	0	1
HMS 220	Addiction and Prevention	3	0	3
HMS 251	Substance Abuse I	3	0	3
Suggested Credits & Hours for Semester		7	0	7

### Second Semester

HMS 260	Substance Abuse Counseling	3	0	3
HMS 252	Substance Abuse II	3	0	3
Elective	Social Science	3	0	3
Suggested Credits & Hours for Semester		9	0	9

**Total Credit Hours Required: 16 0 16**

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## Web Design and Office Applications

Course Number	Course Title	Lect. Hrs.	Lab Hrs.	Course Cr.
<b>First Semester</b>				
ITD 110	Web Page Design I	4	0	4
ITE 115	Introduction to Computer Applications and Concepts	3	0	3
Suggested Credits & Hours for Semester		7	0	7

### Second Semester

ITD 210	Web Page Design II	3	0	3
ITE 215	Advanced Computer Applications and Integration	3	0	3
Suggested Credits & Hours for Semester		6	0	6
<b>Total</b>		<b>13</b>	<b>0</b>	<b>13</b>

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# Student Handbook

## I. Academic and Computer Integrity Policies

### College Expectations of the Student

#### Honor Code

Wytheville Community College will not tolerate any form of dishonesty, including cheating, plagiarism, knowingly furnishing false information to the college, forgery, or alteration of documents or instruments of identification with intent to defraud. All students are expected to adhere to the Honor Code and may be required to sign a pledge on their work, such as: "Pledge: On my honor, I have neither given nor received aid on this assignment."

#### Academic Integrity

In order to avoid plagiarism, a student should use his/her own ideas, words, programs, etc. When students use someone else's material, give credit to the author/artist/originator. There are many ways to give proper credit. Students may give credit in the text of the paper, or in a footnote, endnote, or parenthetical citation. Students should check with their instructors as to the method that they prefer.

When it is clearly established that academic integrity has been breached, the following protocol will serve as guidelines for disciplinary action unless otherwise specified in the course syllabus:

1. The first offense will result in the student receiving an "F" on the assignment.
2. A second offense will result in an "F" for the course.
3. A third offense will result in Academic Suspension from the college for a minimum of one semester. Readmission will be considered on an individual basis.

#### Copyright Statement

It is illegal to save, duplicate, or distribute copyrighted materials. Copyright applies to all created works, including audio, texts, and videos. Content authors and creators keep all rights to their works. Within limits, professors may share copyrighted instructional content with students. A Fair Use exemption to the Copyright Act (Title 17 of the U.S. Code) lets faculty hand out or post links to material for class use only. Learners have a right and responsibility to use these

educational resources. Further circulation is not allowed. Enrolled students can only access and use copyrighted content to meet course goals. Sharing class materials breaks copyright law.

#### Classroom Protocol

In the event a faculty member is late for class, students should wait fifteen minutes, make an attendance list with the signature of all students present, and leave the attendance list in the Office of the Dean of Student Success and Academic Development. Students will be notified by WCC email in the event of a cancellation.

Use of any tobacco products are not permitted in classrooms at any time. It is at the instructor's discretion to allow food, beverage or electronic devices. For lengthy classes, faculty members usually provide a break.

Although there is no specific dress code, all students are expected to dress appropriately for class. As a safety regulation, shoes must be worn at all times.

Students are expected to observe the attendance and lateness policies, which are published in course outlines, and which are set by individual faculty members.

Children or pets of any kind are not allowed in the classroom. Service animals are permitted with proper authorization.

## Acceptable Use Policy for All College Computers

#### Computer Ethics Guidelines

Thousands of users share VCCNet computing resources. Everyone must use these resources responsibly since misuse by even a few individuals has the potential to disrupt VCCS business or the work of others. Students are expected to exercise ethical behavior when using VCCNet resources.

State Law (Article 7.1 of Title 18.2 of the Code of Virginia) classifies damage to computer hardware or software (18.2-152.4), unauthorized examination (18.2-152.5), or unauthorized use (18.2-152.6) of computer systems as misdemeanor crimes. Computer fraud (18.2-152.3) and use of a computer as an instrument of forgery (18.2-152.14) can be felonies. The VCCS's internal procedures for enforcement of its policy are independent of possible prosecution under the law.

VCCNet resources include mainframe computers, minicomputers, microcomputers, networks, software, data, facilities and related supplies.



## Guidelines

The following guidelines shall govern the use of all VCCNet resources:

A student must use only those computer resources that the student has the authority to use. The student must not provide false or misleading information to gain access to computing resources. The VCCS may regard these actions as criminal acts and may treat them accordingly. The student must not use the VCCNet resources to gain unauthorized access to computing resources of other institutions, organizations or individuals.

A student must not authorize anyone to use his/her computer accounts for any reason. The student responsible for all use of his/her accounts. They must take all reasonable precautions, including password maintenance and file protection measures, to prevent use of his/her account by unauthorized persons. Students must not, for example, share their passwords with anyone.

The student must use his/her computer resources only for authorized purposes. Students or staff, for example, may not use their accounts for private consulting. A student must not use his/her computer resources for unlawful purposes, such as the installation of fraudulently or illegally obtained software.

Use of external networks connected to the VCCNet must comply with the policies of acceptable use promulgated by the organizations responsible for those networks.

Other than material known to be in the public domain, the student must not access, alter, copy, move or remove information, proprietary software or other files (including programs, members of subroutine libraries, data and electronic mail) without prior authorization. The college or VCCNet data trustee, security officer, appropriate college official or other responsible party may grant authorization to use electronically stored materials in accordance with policies, copyright laws and procedures. A student must not copy, distribute, or disclose third party proprietary software without prior authorization from the licensor. A student must not install proprietary software on systems not properly licensed for its use.

A student must not use any computing facility irresponsibly or needlessly affect the work of others. This includes transmitting or making accessible offensive, annoying or harassing material. This includes intentionally, recklessly, or negligently damaging systems, intentionally damaging or violating the privacy of information not belonging to the student. This includes the intentional misuse of resources or allowing misuse of resources by others. This includes loading software or data from untrustworthy sources, such as free-ware, onto official systems without prior approval.

A student should report any violation of these regulations by another individual and any information relating to a flaw or bypass of computing facility security to the Infor-

mation Security Officer or the Internal Audit department.

## Enforcement Procedure

Faculty, staff and students at the college or VCCNet facility should report violations of information security policies to the local Chief Information Officer (CIO). At WCC, this is the Director of Institutional Computing.

If the accused is an employee, the CIO will collect the facts of the case and identify the offender. If, in the opinion of the CIO, the alleged violation is of a serious nature, the CIO will notify the offender's supervisor. The supervisor, in conjunction with the college or System Office Human Resources Office and the CIO, will determine the appropriate disciplinary action. Disciplinary actions may include but are not limited to:

- Temporary restriction of the violator's computing resource access for a fixed period of time, generally not more than six months.
- Restitution for damages, materials consumed, machine time, etc., on an actual cost basis. Such restitution may include the costs associated with determining the case facts.
- Disciplinary action for faculty and classified staff in accordance with the guidelines established in the State Standards of Conduct Policy.

In the event that a student is the offender, the accuser should notify the Vice President of Instruction and Student Services. The Vice President, in cooperation with the CIO, will determine the appropriate disciplinary actions which may include but are not limited to:

- Temporary restriction of the violator's computing resource access for a fixed period of time, generally not more than six months.
- Restitution for damages, materials consumed, machine time, etc. on an actual cost basis. Such restitution may include the costs associated with determining the case facts.
- Disciplinary action for student offenders shall be in accordance with the college student standards of conduct.

The college President will report any violations of state and federal law to the appropriate authorities. All formal disciplinary actions taken under this policy are grievable and the accused may pursue findings through the appropriate grievance procedure.

Any student disciplined under these academic policies has a right to appeal under the college grievance policy.

## II. Academic Processes

### Attendance Policy

Students are responsible for their own learning and are expected to attend class. Missing class compromises learning. If the number of student absences EXCEEDS twice the number of weekly meetings of the class, the student may be withdrawn from the course.

Regular attendance in classes is required for students to get the greatest value from their educational experiences. When absence from a class is necessary, the student should tell the instructor ahead of time, whenever possible. Within the expressed policy established by the faculty member, a student should make up all work missed during an absence. If the student does not do so, his/her grade in the course will consequently be lower than if satisfactory work had been turned in.

The college also has adopted an optional Instructor-Initiated Withdrawal Policy which permits an instructor to withdraw, without academic penalty, any student with excessive absences as defined by that policy. Faculty choosing this option for their course(s) must inform students enrolled in the course(s) by including information in the course outline/syllabus at the beginning of the semester.

### Grading System

A - Excellent	4 grade points per credit
B - Good	3 grade points per credit
C - Satisfactory	2 grade points per credit
D - Poor	1 grade point per credit
F - Failure	0 grade point per credit
I - Incomplete	No credit; used for verifiable unavoidable reasons. Since the "incomplete" extends enrollment in the course, requirements for satisfactory completion will be established through student/faculty consultation. Courses for which the grade of "I" (incomplete) has been awarded must be completed by the end of the subsequent semester or another grade (A, B, C, D, F, P, R, S, U, or W) must be awarded by the instructor based

upon the course work which has been completed. In the case of "I" grades earned at the end of the spring semester, students will have through the end of the subsequent fall semester to complete the requirements. A "W" grade should be awarded only under documented, mitigating circumstances which must be approved by the Vice President of Instruction and Student Development. A copy of the documentation must be placed in the student's academic file.

P - Pass

No grade point credit; applies only to non-Developmental Studies and specialized courses and seminars offered at the discretion of the college.

R - Re-Enroll

No grade point credit. The R grade may be used as a grade option, interim in nature in those courses which employ a mode of instruction characterized by explicit terminal objectives covering the various content areas in such a way that specific determination of student progress toward total course completion can be made. Examples of this mode are as follows: a) Individualized, self-paced instruction; b) Modularized, group paced instruction. The R grade may be given only in courses which will be offered in any semester and which will employ a mode of instruction described in a) and/or b) above. The courses in which the methodology will be used will be designated by their applicability to the established procedures for the R grade and will be identified by the Academic Dean and approved by the Vice President of Instruction and Student Development.

S - Satisfactory

No grade point credit. Used only for satisfactory completion of a Developmental Studies course (numbered 01-09).

U - Unsatisfactory	No grade point credit; applies only to Developmental Studies, and specialized courses and seminars at the discretion of the college.
W - Withdrawal	No grade point credit. A student may withdraw from a course without academic penalty within the first 60% of the course. The student will receive a grade of "W." After that time the student will receive a grade of "F," except in rare, documented circumstances. A copy of the documentation must be placed in the student's academic file.
X - Audit	No grade point credit. Permission of the academic dean and instructor is required to audit a course.

### Grade Point Average

The *Grade Point Average* (GPA) is determined by dividing the total number of grade points earned in courses by the total number of credits attempted. Courses which do not generate grade points are not included in credits attempted.

*Semester Grade Point Average:* Semester GPA is determined by dividing the total number of grade points earned in courses attempted for the semester by the total number of credits attempted.

*Cumulative Grade Point Average:* Cumulative GPA, which includes all courses attempted, is computed each semester and is maintained on a continuing basis as a record of the student's academic standing. When students repeat a course, only the last grade earned is counted in the computation of the cumulative GPA.

*Curriculum Grade Point Average:* A curriculum GPA, which includes only those courses applicable to the student's curriculum, is computed in order to ensure that the student satisfies the graduation requirement for that curriculum. When students repeat a course, only the last grade earned is counted in the computation of the curriculum GPA.

### Pass/Unsatisfactory Grading Option

Pass/Unsatisfactory grading options are available through "P" and "U" grades. Permission of the academic dean is required for utilizing Pass/Unsatisfactory options. Pass grades carry academic credit but neither "P" nor "U" grades are used when calculating the grade point average (GPA).

A maximum of seven (7) semester credit hours for courses for which the "P" grade has been awarded may be applied toward completion of a degree, diploma, or certifi-

cate. This maximum may be extended to fifteen (15) semester credit hours in experiential learning programs approved by the Chancellor.

### Grade Reports

Students may view their final grades on the WCC website by logging into the SIS system at <https://wcc.my.vccs.edu/jsp/home.jsp>. Grade reports will not be mailed. Students must have their username and password in order to access their grades.

### Academic Renewal Policy

The purpose of academic renewal is to adjust the cumulative grade point average (GPA) of students who earned grades of "F" or "D" previously.

Currently enrolled students who return to the college after a separation of five (5) years or more may petition for academic renewal. The request must be submitted to the Admissions and Records Office by completion of the "Academic Renewal Petition Form."

If a student is awarded academic renewal, "D" and "F" grades earned prior to re-enrollment will be deleted from the cumulative and curriculum grade point average (GPA), subject to the following conditions:

1. Prior to petitioning for academic renewal, the student must demonstrate a renewed academic interest and effort by earning at least a 2.5 GPA in the first twelve (12) semester hours (graded A, B, C, D, F) completed after re-enrollment.
2. All grades received at the college will be a part of the student's official transcript.
3. Students can meet graduation requirements only with courses in which grades of "C" or better were earned prior to academic renewal, providing that such courses meet current curriculum requirements.
4. Total hours for graduation will be based on all course work taken at the college after readmission, as well as former course work for which a grade of "C" or better was earned, credits transferred from other colleges or universities, or credit awarded at WCC by other approved methods.

The academic renewal policy may be used only once and cannot be revoked once approved.

An "Academic Renewal" notation will be made on the permanent record.

The granting of Academic Renewal does not affect any

previous academic, financial, or administrative determination made by the college.

### **Course Repeat Policy**

A student at Wytheville Community College is limited to two (2) enrollments in the same course. Should a student desire to take a course for a third time, he/she must get written approval from the appropriate academic dean prior to registering for that course. No student will be allowed to take a course more than three (3) times. This limitation does not apply to the general use, repeatable courses numbered 090-190-290, 095-195-295, 096-196-296, 097-197-297, 098-198-298, and 099-199-299. These numbers include internship, seminar, and supervised study courses.

When a student does repeat a course, the most recent grade earned will be the grade used in computing the grade point average for graduation. The most recent grade will also be the grade used to determine if the course has been passed. For example, if the most recent grade in a given course is an "F," that course can not be used to satisfy a graduation requirement, regardless of any grade that may have been earned in that course in a previous enrollment.

While previous grades in repeated courses will not be used in computing grade point average for graduation, the previous grades will be included with the repeated grades in computing the cumulative grade point average (CGPA) if 1) the course is taken for the first time before the summer term of 1994, regardless when the course is repeated, or 2) if the course is taken for the first time during or after the summer of 1994 and is repeated before fall of 1996. If the course is taken for the first time during or after the summer of 1994 and is repeated after the fall of 1996, only the repeat grade will be used in the CGPA.

## **Academic Records**

### **Family Educational Rights and Privacy Act**

The Family Educational Rights and Privacy Act of 1974, as amended, is a federal law which allows students access to their educational records and prohibits the release of information from students educational records by the institution without the written consent of the student, with certain specified exceptions.

Wytheville Community College grants all rights under the law to students who are declared independent. No one outside the institution will have access to, nor will the institution disclose, any information from the student's educational records without written consent of the student, except to personnel within the institution, to officials of other institutions in which students seek to enroll, to persons or organizations providing student's financial aid, to accrediting agencies carrying out their accreditation functions, to persons in any emergency in order to protect the health or

safety of students or other persons. All these exceptions are permitted under the act.

At its discretion, the institution may provide directory information in accordance with the provisions of the act to include:

1. Student's name
2. Participation in officially recognized activities and sports
3. Address
4. Telephone listing
5. Weight and height of members of athletic teams
6. Electronic mail address
7. Degrees, honors, and awards received
8. Major field of study
9. Dates of attendance
10. Grade level
11. The name of the most recent previous educational agency or institution attended
12. Number of credit hours enrolled
13. Photos

Directory information will be withheld for students who notify the Admissions and Records Office in writing using a form that can be found online [here](#).

Request for nondisclosure will be honored by the institution for only one academic year; therefore, authorization to withhold directory information must be filed annually in the Admissions and Records Office. Detailed information about the [Family Educational Rights and Privacy Act](#) is available online.

### **Retention and Disposal of Records**

The academic and personnel records of a student will be maintained either on paper copy or electronically by the college according to the following schedule:

1. Permanent retention is required only for the academic transcript (student permanent record).
2. Three-year retention from the date of student's separation from the college is required for application forms, readmission forms, high school and college transcripts, residency forms, curriculum admission and change of curriculum forms, and other information kept in the student folder.
3. Three-year retention from date of origination is required for registration, drop/add, and withdrawal forms, faculty grade reports, change of grade forms, and placement test results.
4. One-year retention from date of origination is required for transcript request forms, application



forms (non-matriculated students), change of student information such as name and/or address changes, and graduation applications and certifications.

### Credits Applicable to Second Degree, Diploma, or Certificate

In awarding students an additional degree, diploma, certificate, or career studies certificate, the college may grant credit for all completed applicable courses which are requirements of the additional degree, diploma, certificate, or career studies certificate. However, the awards must differ from one another by at least 25% of the credits.

### Outcomes Assessment Requirement

Students may be required to complete testing, survey, questionnaire or other assessment activities designed to measure general education achievement and/or achievement in selected major areas prior to graduation, for the purpose of evaluation of academic programs. No minimum score or level of achievement is required on this assessment for graduation. Assessment results will remain confidential and will be used for the sole purpose of improvement of the college.

### Graduation Honors

Students who have completed the requirements in the curriculum are eligible for graduation honors according to their cumulative grade point average. For the purpose of the graduation ceremony, honor recognitions are based on the fall semester cumulative GPA. Transcripts and diplomas, however, will reflect the final semester cumulative GPA. The honors, based on scholastic achievement, are as follows:

CUMULATIVE GRADE POINT AVERAGE	HONORS
3.2	Cum laude (with honor)
3.5	Magna cum laude (with high honor)
3.8	Summa cum laude (with highest honor)

### Degrees and Certificates

Wytheville Community College offers the following degrees or certificates for students who successfully complete approved programs:

1. Associate of Arts and Sciences (A.A.&S.) is awarded to students majoring in a specialized curriculum and who may transfer to four-year colleges or universities after completing their community college programs.

2. Associate of Applied Science (A.A.S.) degree or diploma is awarded to students majoring in Occupational-Technical curricula and who may plan to obtain fulltime employment immediately after graduation from the college.
3. Certificate is awarded to students who complete one of the approved non-degree curricula which are usually less than two years in length.

## Graduation Requirements

### Associate Degree/Diploma Requirements

To be awarded an associate degree or diploma from the college, students must:

1. Have fulfilled all course and credit hour requirements of their curricula as outlined in the college catalog/student handbook. At least 25% of the credits must be acquired at the college awarding the associate degree/diploma.
2. Have filed an application for graduation in the Admissions Office by the publicized deadline. For Fall, the deadline is in October; for Spring, the deadline is in November; for Summer, the deadline is in July.
3. Have earned a grade point average of at least 2.0 in all studies attempted which are applicable toward graduation in their curricula.
4. Have been certified for graduation by an appropriate college official. Students must first meet with their assigned faculty advisor for graduation certification.
5. Have resolved all financial obligations to the college and returned all library and other college materials.
6. Have met the college's computer competency requirement. All graduates of programs containing 45 or more credits must meet the college's computer competency requirement. Students who have passed both ITE 115, Introduction to Computer Applications and Concepts (or equivalent), and SDV 100 (or 101, 104, 108), Student Success, automatically meet the requirement. Others may meet the requirement by demonstrating competency through completing program course activities approved by the Institutional Effectiveness Committee or

through passing the college's computer competency test.

### **Certificate Requirements**

To be eligible for graduation with a certificate from the college, a student must:

1. Have fulfilled all of the course and credit hour requirements of the curriculum specified in the college catalog/student handbook with a minimum of 25% of the credits having been acquired at the college awarding the certificate.
2. Have been certified for graduation by an appropriate college official.
3. Have earned a grade point average of at least 2.0 in all studies which are applicable toward graduation in the student's curriculum.
4. Have filed an application for graduation in the Admissions Office by the publicized deadline.
5. Have resolved all financial obligations to the college and returned all library and other college materials.
6. Have met the college's computer competency requirement. All graduates of programs containing 45 or more credits must meet the college's computer competency requirement. Students who have passed both ITE 115, Introduction to Computer Applications and Concepts (or equivalent), and SDV 100 (or 101, 104, 108), Student Success, automatically meet the requirement. Others may meet the requirement by demonstrating competency through completing program course activities approved by the Institutional Effectiveness Committee or through passing the college's computer competency test.

Upon recommendation of the instructional division and the Vice President of Instruction and Student Development, students who pursue a degree program but are unable to complete the requirements may be issued a certificate, provided the portion of study completed is equivalent to an approved certificate program offered at the college.

### **Career Studies Certificate Requirements**

To be eligible to receive a career studies certificate from the college, a student must:

1. Have fulfilled all of the course and credit hour re-

quirements of the certificate as specified in the college catalog/student handbook with a minimum of 25% of the credits having been acquired at the college awarding the career studies certificate.

2. Have been certified and recommended for completion by an appropriate college official.
3. Have earned a grade point average of at least 2.0 in all studies which are applicable toward completion of the student's career studies certificate.
4. Have filed an application for certificate completion in the Admissions Office.
5. Have resolved all financial, library, and other obligations to the college.

## **Academic Terminology**

### **Academic Standing**

1. Good Standing – Students are considered to be “in good academic standing” if they maintain a semester minimum GPA of 2.0, are eligible to enroll again at the college, and are not on academic suspension or dismissal status.
2. Academic Warning – Students who fail to attain a minimum grade point average of 2.00 for any semester shall receive an academic warning to be printed on their grade report.
3. Academic Probation – A student is placed on academic probation when: the cumulative grade point average is less than 1.5 and cumulative hours attempted are greater than twelve. The statement “Academic Probation” is placed on the student's permanent record. A student on academic probation is ineligible for appointed or elected office in any student organization and usually is required to carry less than a normal course load the following semester. A student on academic probation is required to consult with a counselor. A student in a degree program is cautioned that, although an average between 1.5 and 1.99 may not result in formal academic probation, a minimum of 2.0 in a curriculum is a prerequisite for receipt of an associate degree or certificate.
4. Academic Suspension – A student is placed on academic suspension when: the semester grade point

average is less than 1.5; the student's current status is academic probation; and cumulative hours attempted are greater than twenty-three. Academic suspension normally will be for one semester, excluding summer, unless the student reapplies and is accepted for readmission to another curriculum of the college. The summer semester will not count as a semester out of school for students who are academically suspended. The statement "Academic Suspension" will be placed on the student's permanent record. Students who have been informed that they are on academic suspension may submit an appeal in writing to the chair of the Admissions and Standards Committee for reconsideration of their cases. The written appeal must be submitted prior to the beginning of the semester in which the student seeks to re-enroll. Suspended students may be readmitted after termination of the suspension period and upon formal written petition to the chair of the Admissions and Standards Committee.

5. **Academic Dismissal** – Students who do not maintain at least a 2.0 grade point average for the semester of reinstatement to the college when on academic suspension will be academically dismissed. Students who have been placed on academic suspension and achieve a 2.0 grade point average for the semester of their reinstatement must maintain at least a 1.5 cumulative grade point average in each subsequent semester of attendance. Students remain on probation until their cumulative grade point average is raised to a minimum of 1.5. Failure to attain a cumulative 1.5 grade point average in each subsequent semester until cumulative GPA reaches a 1.5 will result in academic dismissal. Academic dismissal normally is permanent unless, with good cause, students reapply and are accepted under special consideration for readmission by the Admissions and Standards Committee of the college. A written appeal must be submitted prior to the beginning of the semester in which the student seeks to re-enroll. The statement "Academic Dismissal" will be placed on the student's permanent record.

### Normal Academic Load

The normal academic course load for a student is 15-17 credits. The minimum full-time load is 12 credits and the normal maximum full-time load is 18 credits, excluding College Success Skills (SDV 100, 101, 104, or 108). Students wishing to carry an academic load of more than 18 credits should have a minimum cumulative grade point average of 3.0 and must have the approval of their deans and

faculty advisors. Only under extraordinary circumstances may students petition the Vice President of Instruction and Student Development to enroll for more than 23 credit hours in a semester. Students placed on academic warning or academic probation may be required to take less than the normal course load.

### Orientation

An orientation program is provided to acquaint students with the college's services, programs, and enrollment procedures. Orientation begins when students meet with counselors to discuss their educational interests and abilities and to plan their programs at the college. In addition, all first-time curricular students must complete a one-credit College Success Skills course (SDV 100) within the first 15 credits of enrollment.\* The topics and activities for this course include campus tours, introduction to college procedures and regulations, career information, and study skills. Note: Orientation may be waived upon request if student has previously completed a two- or four-year degree.

\*SDV 100 is offered online to distance learning students.

### Developmental Studies

Developmental courses are offered to prepare individuals for admission to occupational-technical and university parallel-college transfer programs in the community college. These courses develop the basic skills and understandings which one needs to succeed in the academic program of the community college.

Developmental Studies provide an opportunity to obtain needed knowledge and skills for an individual who is not fully prepared for entry into a curriculum. This lack of preparation is often caused by non-completion or low achievement in previous educational endeavors. Developmental Studies also provide the opportunity for mature students to review skills taken in the past. Students are placed in Developmental Studies after analysis of placement test scores, transcripts, and other achievement data.

Through the use of specialized teaching methods and modern equipment, and with extensive concentration upon individualized laboratory experiences, the student may progress at his or her own rate through concentrated effort in the areas of weakness. Frequent testing reveals student progress. A student may be enrolled only in developmental courses or, if qualified, may enroll in a combination of degree and developmental courses.

In the grading system "S" means satisfactory, "R" means re-enroll and "U" means unsatisfactory. A Developmental Studies student receiving a "U" the second time in the same class would be permitted to enroll in the class additional times only with the permission of the appropriate academic dean. A student for whom Developmental Stud-

ies courses are required will be expected to enroll in these courses each semester until either the course objectives are met or approved changes are made in curricular goals or requirements. Non-developmental courses may be taken at the same time, provided Developmental Studies classes are not prerequisites. Developmental Studies are designed to foster student success, particularly for the student who needs additional time to complete a course. Frequently, students enter the Developmental program on a part-time basis, continuing in some form of employment until they are ready for admission to their curriculum.

### Distance Learning

Wytheville Community College regularly offers college level courses which do not require students to attend traditional face-to-face class meetings. These courses fall into two categories: hybrid and distance learning. Hybrid courses combine limited face-to-face meetings with online delivery of instruction and materials. Distance learning courses do not require face-to-face class meetings; instruction and materials are fully delivered via the Internet.

Upon the start of a hybrid/distance learning course, the student is provided with appropriate materials and communication which may include: course outline/syllabus, assignment schedule, and assessments via the VCCS learning management and email systems. These statewide systems are designed to provide a high level of security to ensure student privacy and course integrity.

WCC faculty design and deliver these hybrid/distance learning courses. Many of WCC's faculty have received Quality Matters™ Training and their courses have been peer reviewed using the college's quality assurance process. The instructors along with distance learning, information technology and student services personnel are available for student assistance, as needed.

### Dean's List and President's Honor Roll

*Dean's List* – Students enrolled full-time who earn a semester grade point average of 3.2 or better for the semester are placed on the Dean's List.

*President's Honor Roll* – Students who have earned a minimum of 20 hours of credit at the college, are carrying a minimum of 6 semester hours in a given semester, and have a cumulative grade point average of 3.5 or higher are included in the President's Honor Roll for that semester.

### Graduation

Wytheville Community College has one formal graduation exercise in May for students completing certificate, diploma, and degree programs. All graduating students completing their programs in the spring are encouraged to attend graduation. Prospective graduates must meet with their faculty advisor and file an application for graduation

by the published deadline. Applications can be obtained in the Admissions Office or online. Students are permitted to participate in the Spring graduation ceremony if they have completed a program of study or will complete their program during the summer term.

### Policy and Procedures for Awarding Associate Degrees Posthumously

At the request of a parent, guardian, spouse, child of the decedent, or an interested party, Wytheville Community College will award an associate degree posthumously to a student in good academic and financial standing who had entered the second semester of the second year of an associate degree program and completed at least 80 percent of the degree requirements. The Dean of Student Success and Academic Development or Academic Deans may recommend the waiving of the remaining requirements for the appropriate academic degree.

The Dean's recommendation and appropriate documentation will be submitted to the Vice President of Instruction and Student Development and the college registrar for review. If approved, the recommendation will be forwarded by the Vice President to the President for final approval.

Upon prior approval of the family, the name of the deceased student will be announced at commencement and the diploma will be given to a family member of the deceased or to someone chosen by the family.

## ONCE YOU ARE A WCC STUDENT

### Syllabi

Students can expect to receive a syllabus in each class within a week of the initial class meeting. The syllabus contains all pertinent information for the class including the instructor's expectations, instructor contact information, grading scales and attendance policies.

### Final Exams

Final examinations are required in all courses except for courses which are skill competency-based and some Developmental Studies courses in which the final examination and the completion of the course may occur at any time during the semester.

All students will be expected to take their examinations at the regularly scheduled times. Exceptions shall be made ONLY with the permission of the academic dean and the instructor of the course.

Usually four days are scheduled for final exams each semester. The exam schedule is distributed by the Vice President of Instruction and Student Development. The following minimum times should be allotted for exams:

- 1 credit course - 50 minutes final exam



- 2 credit course - 100 minutes final exam
- 3 credit course - 150 minutes final exam
- 4 credit course - 150 minutes final exam

## Academic Progress

### Grading system:

- Grades of A, B, C, D, S and P are passing grades.
- Grades of F and U are failing grades.
- Grades of P, R, S and U apply only to Developmental Studies courses.
- Grades of I mean Incomplete; that is, the student was unable to finish the course after having completed nearly all of the work and has been granted a one semester extension. When the student completes the work, the instructor for the class will submit a new grade. After one semester, a grade of I will revert to an F, if the work has not been completed.
- Grades of W are shown on a transcript when a student has withdrawn from a class after the initial add and drop period in the semester. A W has no effect on the student's grade point average, but may affect Satisfactory Academic Progress for Financial Aid.
- Normally, if a student transfers to a four-year college or university, only grades of A, B, and C will be accepted for credit in courses equivalent to those offered at the four-year college or university.

The recommended numerical range for each letter grade is as follows:

A:	91 - 100
B:	81 - 90
C:	71 - 80
D:	61 - 70
F:	60 or below

Instructors are not required to follow this recommended scale; however, if an instructor plans to deviate from these figures, the students will be informed in the class syllabus at the beginning of the term.

### Grade Reports

Students may view their final grades on the WCC website by logging into the SIS system at <https://wcc.my.vccs.edu/jsp/home.jsp>. Grade reports will not be mailed. Students must have their username and password in order to access their grades.

## Academic Resources

### Library

The WCC Library is located in Smyth Hall, and is open Monday through Friday, from 8:00 a.m. until 5:00 p.m.

The Library contains books, periodicals, audio-visual materials, and electronic resources to meet the needs of faculty, staff, and students. The library is open to the public. An ID is required to check out materials.

The Library contains more than 33,000 volumes and receives over 180 periodicals and other serial services. Electronic resources are available in the Library through VIVA (Virtual Library of Virginia). The book collection is housed in open stacks, and the reading room provides a quiet place to study. The Library's collection is accessed through an on-line catalog.

The F.B. Kegley Library, donated to the college in 1968, contains materials on local and Virginia history, including rare books, census records, church records, original maps, and an oral history collection. This collection is available from 8:00 a.m. until 5:00 p.m.

### Lost Materials and Fines

Students who damage or lose library materials are expected to pay for such losses.

Patrons are billed at the current replacement value of books and videos/DVDs. Out-of-print books are billed at \$50.00 and unavailable audio-visual materials are billed at \$100.00. If materials are found after they have been paid for, the borrower must present the material and the receipt to the library. The Business Office will be notified to request reimbursement from the Virginia State Treasurer. Payments for lost materials are nonrefundable after 30 days.

The Admissions and Records Office is given a list of students at the end of each semester who have not returned materials and who owe money to the Library. Students with obligations at the end of the semester do not receive their grades and are not permitted to register in any succeeding term until they have met all financial obligations to the Library.

### Library Standards

Students should maintain proper standards of behavior and observe the Library rules. A quiet atmosphere should be maintained. Tobacco, in any form, and cell phone conversations are not permitted in the Library.

### Student Success 1 Stop

The Student Success 1 Stop (Room 100, Bland Hall) offers a variety of academic and student support services to include:

- A secured, proctored testing center for general usage.
- Pearson Vue authorized testing center.
- Financial Aid
- Admissions and Records

- Dual Enrollment services for high school students
- Academic advisors and counselors who are available to assist with academic advising, disability services, veteran support, transfer assistance, and referrals to community agencies.
- Tutoring in most general education areas.

### **Computer Lab**

Computers are available to students in the Library in Smyth Hall on a first-come, first-served basis. Computers for research purposes are also available in the library. Other labs may be available for student use outside class upon request.

## **III. Student Success Programs**

### **TRIO Programs**

TRIO Programs are federally-funded programs sponsored by the U.S. Department of Education. WCC has three TRIO Programs: Student Support Services, Educational Talent Search and Upward Bound.

### **Student Support Services (Project AIM)**

The Student Support Services Program's mission is to assist eligible students with the goal of increasing their retention, graduation, and transfer rates. Services that are provided by Project AIM include:

- Personal and Educational Counseling
- Academic Advisement
- Career Counseling
- Peer Mentoring
- Tutorial Services
- Transfer Assistance
- Financial Aid Advisement
- Book Loans
- Cultural Activities

Offices for the Student Support Services (Project AIM) staff are located inside Carroll Hall across from the WCC Police Department.

### **Educational Talent Search**

The Educational Talent Search (ETS) Program is a federal project administered by the college as a community service. The program staff coordinates counseling, financial aid, and enrollment services for students over the age of 11. The office at Wytheville Community College serves WCC area residents. More information may be obtained in the ETS office in Room 233, Carroll Hall and via the college's Internet web site ([www.wcc.vccs.edu](http://www.wcc.vccs.edu)).

### **Upward Bound**

Upward Bound is a federally-funded program which

encourages low-income, first-generation college or physically disabled students to attend college. The program serves students from 11 area intermediate and high schools. Upward Bound students participate in a year-round program designed to enhance their academic skills and desire to attend college. Upward Bound staff are located in Rooms 235, 236, and 238, Carroll Hall.

### **Services for Students with Disabilities**

To support the educational pursuits of persons with disabilities in our service region, it is the mission of Wytheville Community College to 1) disseminate information to increase awareness of services available to persons with disabilities; 2) assist with the matriculation of persons with disabilities into the college environment; 3) develop and implement disability-related support services that promote the educational and personal development of persons with disabilities by networking with campus and community-based resources; and 4) assist with the successful integration of persons with disabilities into continued educational activities and/or the world of work.

The Americans with Disabilities Act (ADA) states: "No otherwise qualified individual with a disability shall, solely by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by any such entity."

"Otherwise qualified" in the ADA means that only those people who are able to meet the technical and academic qualifications for entry into a school, program or activity are protected by the ADA. This means that accommodations which are a "fundamental alteration" of a program or which would impose an undue financial or administrative burden are not required.

The college has no responsibility for identification and evaluation of students with disabilities. If an evaluation is needed, the expense is the student's responsibility.

### **Procedure for Requesting Reasonable Accommodations**

To initiate the request for accommodations the student must:

- Meet the admission requirements: application for admission; transcripts; and placement testing. Alternate placement testing format be requested in advance.
- Self-identify in Student Services that he or she has a disability 90 days prior to enrollment.
- Arrange an appointment with disability services counselor in Student Services to determine if he or she qualifies for reasonable accommodations.
- Provide appropriate documentation (see the guidelines which follow) of the disability.

- Request specific accommodation(s) 90 days in advance of the first day of class.
- Discuss the disability with his or her academic advisor and instructors and provide them with a copy of the authorized accommodations.

### **Guidelines for Documentation of Disabilities**

Students seeking academic accommodations are required to submit documentation verifying eligibility under Section 504 of the Rehabilitation Act of 1973.

All documentation is confidential and is not considered a part of the academic transcript. The following guidelines are provided in the interest of identifying evaluation reports appropriate to document eligibility.

- Documentation must be current (within three years) and comprehensive.
- Reports must contain the names, titles, and license information of the evaluator(s), and the dates of evaluation(s).
- Reports must be submitted on professional letterhead. Prescription pads and copies of letterhead are not acceptable.
- Reports should contain recommendations for reasonable accommodations suitable to a postsecondary academic setting. Specific suggestions to best assist the identified student are also very helpful.

### **WCC's Assistive Technology**

WCC offers these programs to assist students with disabilities:

- Zoom Text – magnifies all text and graphics in computer applications
- Dragon Naturally Speaking – allows computer access and use by voice
- Track-ball mouse – Large mouse that is easier to manipulate than standard mouse
- CCTV – magnifies hard copy – Primary users: individuals with low or compromised vision
- Spell Checkers – provides auditory feedback with comprehensive dictionary
- Cassette Tape Recorders – records auditory information mobility issues

Other assistive technology requests will be reviewed on

an individual basis and may be the responsibility of the student.

### **American with Disabilities Act Complaint Procedure**

Wytheville Community College has adopted an internal procedure which provides for the prompt and equitable resolution of complaints alleging any action prohibited by the Americans with Disabilities Act (ADA). Americans with Disabilities Act states, in part, that “no otherwise qualified disabled individual shall, solely by reason of such disability, be excluded from the participation in, be denied the benefits, of, or be subjected to discrimination” in programs or activities sponsored by a public entity.

Complaints should be addressed to the Dean of Student Success and Academic Development, who has been designated to coordinate disability services for students.

1. A complaint should be filed in writing, contain the name and address of the person filing it, and briefly describe the alleged violation of the regulations.
2. A complaint should be filed within 30 calendar days after the complainant becomes aware of the alleged violation.
3. An investigation, as may be appropriate, shall follow the filing of a complaint. The investigation shall be informal but thorough and afford all interested persons and their representatives, if any, an opportunity to submit evidence relevant to the complaint.
4. A written determination as to the validity of the complaint and a description of the resolution, if any, shall be issued and forwarded to the complainant no later than 10 calendar days after its filing.
5. The complainant can request a reconsideration of the case in instances of dissatisfaction with the resolution. The request for reconsideration should be made to the Dean of Student Success and Academic Development within 10 calendar days.
6. The ADA coordinator shall maintain the files and records relating to the complaints filed.
7. The right of a person to a prompt and equitable resolution of the complaint filed hereunder shall not be impaired by nor shall the use of this procedure be a prerequisite to the pursuit of other remedies.

Other remedies include the filing of an ADA complaint with the federal EEOC, or other responsible federal agency.

### **Veteran's Benefits**

Information about veteran's benefits may be obtained from the Financial Aid Office. Assistance in acquiring,

completing, and submitting necessary forms may be obtained from the Financial Aid Office.

#### **IV. Campus Safety and Security**

WCC will make every effort to provide a healthful and safe environment for students, employees, community patrons and visitors. The WCC Police Department was formed in 2012 and provides coverage on the Wytheville campus and at the Crossroads site. Officers are highly qualified and have experience and training in law enforcement and/or security. The college has established emergency preparedness plans and schedules and carries out emergency drills during the fall and spring semesters. Emergency notification systems are in place including the WCC Alert Notification System (sign up link is on college website), Wytheville campus phone intercom system, and external loudspeaker. Emergency procedures are posted in classrooms and common areas.

The college has established the following standing committees that focus on campus safety: Safety Committee, Threat Assessment Committee, and Violence Prevention Committee. WCC actively complies with the Save Act (in compliance with Title IX) and has an established Violence Prevention Policy. The college also complies with the Clery Act by monitoring and reporting campus incidents. As an agency of the Commonwealth of Virginia, WCC completes annually an agency risk assessment with the goal of improving safety at the three WCC sites.

##### **Student Right-to-Know and Campus Security**

The Student Right-to-Know and Campus Security Act of 1990, as amended by the Higher Education Technical Amendments of 1991, requires colleges and universities to disclose to current and prospective students certain information.

- Student Right-to-Know – Title I of the Act requires institutions to produce and make readily available to current students and to each prospective student enrolling or entering into any financial obligation information about the school's academic programs, graduation or completion rates, and transfer-out rates on certificate or degree-seeking full-time, undergraduates who enter school on or after July 1, 1996. Graduation, Completion, and Transfer-out rate information will be given to each student upon payment of fees. The information is also available in the Director of Institutional Research, Planning and Effectiveness, Bland Hall, Room 239.
- Crime Awareness and Campus Security – Title II of the Act requires that institutions provide to their current students and to any applicant for enrollment information on institutional policies regarding se-

curity procedures and campus law enforcement, as well as a description of programs designed to inform students about crime prevention. Title II of the Act also calls for institutions to provide statistical data about the occurrence on campus of certain criminal offenses which have been reported to campus security authorities or local police agencies. [Campus crime](#) information is published annually on the college's Internet website. The information is also available in the office of the Dean of Student Success and Academic Development on the lower floor of Bland Hall.

##### **Non-Discrimination**

Wytheville Community College does not discriminate on the basis of race, sex, color, national origin, religion, sexual orientation, gender identity, age, political affiliation, genetics, veteran status, or disability when the person is otherwise qualified in its educational programs and activities or employment. The following person has been designated to handle inquiries regarding the non-discrimination policies: Crystal Cregger, Vice President of Finance and Administrative Services, 215 Bland Hall, 1000 East Main Street, Wytheville VA 24382, 276-223-4762. For further information, see the list of [OCR enforcement offices](#) for the address and phone number of the office that serves your area, or call 1-800-421-3481.

##### **Student Conduct**

As a member of Wytheville Community College's student body, the student is considered to be a responsible adult. The student's conduct while in class, on-campus, or participating in any other college-sponsored activity should reflect that adult responsibility. The college considers the student responsible for his/her conduct.

The great majority of students conduct themselves appropriately. In those cases in which a student's behavior may be outside of the bounds of what is expected, the college reserves the right to take disciplinary action as needed to preserve order and/or to maintain an effective educational environment. Generally, the college will initiate disciplinary action when a student engages in any conduct not authorized by the college that disrupts the educational pursuits of other students, the maintenance of order, the educational environment on campus, or the proper functioning of the college. Examples of conduct for which a student may be subject to disciplinary action include but are not necessarily limited to the following:

- Academic cheating or plagiarism.
- Disruptive behavior in classrooms, on campus, or at any other college-sponsored activity.
- Unauthorized use or possession of firearms or fireworks.



- Possession of alcoholic beverages.
- Gambling.
- Intentionally furnishing false information to the college.
- Forgery, unauthorized alteration, or misuse of college documents, records, or identification.
- Assault and battery or threats of bodily harm to students, faculty or staff.
- Destruction, damage, defacing or misuse of public or private property.
- Theft, larceny, or embezzlement.
- Writing bad checks to pay bills owed to the college.
- Obscene conduct or public profanity.
- Accessing obscene and pornographic materials on the college's computers.
- Manufacture, sale, possession, distribution, or use of narcotics, marijuana, or other controlled substances.
- Illegal entry and/or occupation of state property.
- Sexual harassment/sexual misconduct.
- Using the college's name for soliciting funds or other activity without authorization from a proper college authority.
- Intentionally violating copyright laws.
- Cell phone and electronic devices usage in class.

### **Electronic Bullying and Harassment Policy**

When a student uses any type of social media for psychological, racial or sexual abuse or as a tool to bully or intimidate another student, faculty or staff member, that student will be in violation of this policy. The college administration and Threat Assessment Team (TAT) will take whatever disciplinary action that might be necessary to protect the rights of those being harassed or abused.

### **Misuse of Federal Funds Policy**

Financial Aid is expected to be used for the student receiving the award for his or her educational expenses only. If students use federal funds for someone other than them-

selves or use funds in a way that does not support their own educational endeavors, the student is in violation of federal funds policy.

### **Violence Prevention Policy**

Wytheville Community College prohibits threats and acts of violence on college property, within college facilities, at any college-sponsored event; while engaged in college business, educational, or athletic activities; and while traveling in state vehicles. Prohibited conduct includes but is not limited to:

- injuring another person physically;
- engaging in behavior that creates a reasonable fear of injury to self or another person;
- engaging in behavior that would subject a reasonable person to, and does subject another individual to, extreme emotional distress;
- possessing, brandishing, or using a weapon while on state premises by students, except where possession is a result of participation in an organized and scheduled instructional exercise for a course, or where the student is a law enforcement professional;
- possessing, brandishing, or using a firearm, weapon or other device by faculty or staff that is not required by the individual's position while on college/system office property or engaged in college/system office business; or in violation of law or other college/system office policy, except where the employee is a law enforcement professional;
- brandishing, using or possessing a weapon without a permit to carry a concealed weapon by third parties while on campus in academic or administrative buildings, or while attending a sporting, entertainment or educational event, when specifically asked by the college to agree not to possess a weapon as a condition of attendance. This provision does not apply to law enforcement personnel.
- brandishing or using a weapon by third parties with a permit to carry a concealed weapon while on campus in academic or administrative buildings, or while attending a sporting, entertainment or educational event, when specifically asked by the college to agree not to possess a weapon as a condition of attendance. This provision does not apply to law enforcement personnel.
- intentionally damaging property;
- threatening to injure an individual (including oneself) or to damage property;
- committing injurious acts motivated by, or related to, domestic violence or sexual harassment; and
- retaliating against any employee or student who, in good faith, reports a violation of this policy.

*Consequences of Policy Violations:*

1. Employees violating this policy will be subject to disciplinary action up to and including termination and criminal prosecution using existing policies and procedures including Section 3 of the VCCS Policy Manual or DHRM Policy 1.60, Standards of Conduct. Additionally, employees who are identified as engaging in the use of threatening language or behavior may be required, as a condition of continued employment, to participate in a mental health evaluation as part of a threat assessment process, and receive approval from the mental health evaluator that they are not a risk to themselves or others.
2. Students violating this policy will be subject to disciplinary action as outlined in their respective college's Student Handbook, and other college policies as appropriate. Additionally, students who are identified as engaging in the use of threatening language or behavior may be required, as a condition of continued enrollment, to participate in a mental health evaluation as part of a threat assessment process, and receive approval from the mental health evaluator that they are not a risk to themselves or others.
3. Visitors and third parties violating this policy will be subject to applicable, state, and federal laws, and associated regulations, and may be barred from the college/System Office at the college's/System Office's discretion for violating this policy.

For the complete policy, see VCCS Policy Manual Section 3.14.6 (<http://www.vccs.edu/Portals/0/ContentAreas/PolicyManual/Sct3.pdf>).

#### Weapons Policy:

As per the Governor of Virginia's Executive Order #50 (2015)– Executive Order To Prevent Gun Violence, Virginia Department Of General Services Directive #16 – Banning Open Carry Of Firearms, and the Virginia Administrative Code Title 1 Chapter 105 - Regulations Banning Concealed Firearms In Offices Owned Or Occupied By Executive Branch Agencies and Title 8 Chapter 10 – Regulation Of Weapons, Virginia Department of Human Resource Management Policy 1.80 – Workplace Violence, any person while on Wytheville Community College property is prohibited from the possession or carrying of any weapon, except police officers, in academic buildings, administrative office buildings, student centers, dining facilities and places of like kind where people congregate, or while attending any sporting, entertainment, or educational events. Entry upon Wytheville Community College property in violation of this prohibition is expressly forbidden.

Any individual in violation of this prohibition will be asked to remove the weapon immediately. Failure to comply may

result in a student conduct referral, an employee disciplinary action, or arrest.

This policy shall not apply to current sworn and certified local, state, and federal law enforcement officers with proper identification, nor shall it apply to possession of a weapon when stored securely inside the vehicle of properly permitted students and employees.

The Wytheville Community College Chief of Police or his designee, may authorize in writing a person to possess, store, or use a weapon: (i) when used for educational or artistic instruction, display, parade, or ceremony sponsored or approved by the college (unloaded or disabled only and with other specified safeguards, if appropriate); or (ii) for any college-approved training, course, or class.

### Drug-Free Learning Environment Use and Abuse of Alcohol and Illicit Drugs

Wytheville Community College seeks to provide a safe and stable learning environment for its students. As a part of that effort, the college fully complies with all state and federal statutes relating to substance and alcohol use and abuse. The college is designated a drug-free zone and provides educational programs about the use and abuse of drugs and alcohol.

The college's drug prevention program has been established in compliance with the Drug-Free Schools and Communities Act Amendment of 1989 (Public Law 101-226).

**In addition, WCC and/or any agency providing school sanctioned, off-campus learning experiences for students may require drug and/or alcohol testing prior to student placement or during a learning experience if documented behavior suggesting drug and/or alcohol abuse is exhibited.**

#### Tobacco and Related Products

Smoking is defined as any product or apparatus (such as an electronic or e-cigarette) that emits smoke or is designed to simulate smoking cigarettes or any other tobacco product. At this time, smoking is allowed in certain designated areas. In situations where there is no designated area, the smoker should be 25 feet from the closest building.

The use of tobacco products is not permitted inside any WCC building including the Crossroads Institute and the Summit Center, and no tobacco products are allowed in any of the classrooms at regional sites. The college will continue to offer prevention information for all drugs to promote healthy living.

#### Sexual Misconduct

An educational institution is a community of trust whose very existence depends on the recognition of each individual's importance and value. This trust creates and nurtures the freedom of each individual to live, think, act, and speak in a manner that contributes to a wholesome and productive academic environment. It is the intent of Wytheville Community College to foster and maintain a cam-

pus environment free of sexual misconduct and the fear of such behavior.

Sexual misconduct is a flagrant violation of the values and behavioral expectations for a college community. Wytheville Community College does not tolerate sexual misconduct in any form. All reported violations will be investigated and, if proven, punished through the college disciplinary processes.

### **Sexual Harassment**

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct or written communication of a sexual nature which is intimidating, hostile or offensive. It takes two legal shapes:

- **Quid pro quo** – Harassment occurs when the unwelcome conduct is either explicitly or implicitly made a term or condition of an individual's employment and/or academic performance.

- **Hostile environment** – Hostile environment harassment differs from 'quid pro quo' harassment in that no discriminatory effect on grades, wages, job assignments or other tangible benefits is required. Instead, such unwelcome sexist or sexual conduct has at least one of these purposes or effects:

- > It unreasonably interferes with an individual's work and/or academic performance.

- > It creates an intimidating, hostile, or offensive work and/or academic environment.

Although sexual advances such as touching, patting, hugging or brushing against a person's body are generally viewed as forms of sexual harassment, the acts are in fact legally categorized as assault, which is a misdemeanor offense. The victims of such unwanted sexual advances may take legal action.

### **Policy**

Sexual harassment is contrary to the values of Wytheville Community College and will not be tolerated in any form. Sexual harassment, a form of sex discrimination, is prohibited by Title IX of the Education Amendments of 1972 and Title VII of the 1964 Civil Rights Act. This policy applies to all members of the college community including students, classified, wage employees and members of the instructional, administrative and professional faculty.

Any employee or student at Wytheville Community College found to be in violation of the sexual harassment policy will be subject to appropriate disciplinary action which may include dismissal or expulsion. WCC's Violence Prevention Policy which includes the Policy on Sexual Violence, Domestic Violence, Dating Violence, and

Stalking can be viewed in its entirety on our website at [www.wcc.vccs.edu/violence-prevention-policy](http://www.wcc.vccs.edu/violence-prevention-policy).

### **Campus Sex Crimes Prevention Act**

In conjunction with the Campus Sex Crimes Prevention Act, Section 1601 of Public Law 106-386 (HR 3244), the Commonwealth of Virginia enacted a sex offender registration act authorizing the Virginia State Police to release sex offender information to the public (Virginia Code 19.2.390.1). A list of registered sex offenders, which is searchable by zip code is provided at the web address: <http://sex-offender.vsp.virginia.gov/sor/>. Click on Search the Public Notification Database and search by zip code.

### **WCC Policy Related to Legislation Regarding Admissions of Sex Offenders**

Section 23-2.2:1 of the Code of Virginia requires that the VCCS send enrollment information to the Virginia State Police concerning applicants to institutions of higher education. This information is transmitted electronically and compared against the Virginia Criminal Information Network and National Crime Information Center Convicted Sexual Offender Registry. Language on the web application informs applicants that their information is being transmitted to the State Police.

In the event that the State Police determine that an applicant to Wytheville Community College is listed on the Sex Offender Registry, the State Police will notify WCC. When the college receives such a notification, the following procedures apply:

It is the responsibility of any applicant that has been convicted of any sex crimes to make that information available to the Dean of Student Success and Academic Development.

Based on Policy 6.0.1: (which grants schools the right to deny admission if an individual poses a threat or is a potential danger to the college community) WCC reserves the right to revoke the admission of any student that fails to notify the college that they are a convicted sex offender.

\*Failure to do so could lead to automatic expulsion from WCC.

Students convicted of a sex crime that follow proper admission procedures will be evaluated by the college Threat Assessment Team. The Threat Assessment Team will make a recommendation to the college president that may include the following recommendations:

1. Student is admitted to college on a probationary status.
2. Student is admitted but only allowed to take online classes. Student is not allowed to be on campus.

3. Student is denied admission.

The HEOA provides that a student who is subject to an involuntary civil commitment after completing a period of incarceration for a forcible or nonforcible sexual offense is ineligible to receive a Federal Pell Grant.

## Communicable Diseases Policy

### Policy:

The college reserves the right to exclude any person with a communicable disease from college facilities, programs and functions if the college makes a determination that the restriction is in the best interests of the college community.

Persons shall not be so excluded solely on the basis that they have a communicable disease. Factors that will also be considered in determining whether to exclude persons with communicable diseases include whether the disease is contagious (easily transmitted) in ordinary public association, the nature of the disease including the typical risks to other persons in good health, the public health situation in the region, the nature of the person's employment or (if applicable) clinical, cooperative or service learning placement, and whether the college is required by law to exclude persons with the disease.

A communicable disease shall be defined as an illness due to an infectious agent or its toxic products, which is transmitted directly or indirectly to a person from an infected person or animal through the agency of an intermediate animal host or vector, or through the inanimate environment. Communicable diseases shall include, but not be limited to:

- Acquired Immune Deficiency Syndrome (AIDS) and AIDS related complex (ARC)
- Chickenpox
- Conjunctivitis
- Hepatitis A, B, C, and D
- Infectious Mononucleosis
- Influenza
- Measles
- Meningitis
- Positive HIV antibody status
- Sexually Transmitted Diseases
- Tuberculosis
- Whooping Cough

Consideration of the existence of a disease will not be a part of the initial admission or enrollment decisions for students (except for requirements for clinical placement) or for the hiring of employees.

Persons who know or have reason to believe that they

are infected with a communicable disease have an ethical and legal obligation to conduct themselves in accordance with such knowledge in order to protect themselves and others. Students and employees who have communicable diseases, whether symptomatic or not, will be allowed regular classroom and work attendance in an unrestrictive manner as long as they are physically able to attend classes, college activities and/or work and do not pose a medically proven threat for transmission of the disease or condition.

Persons who are infected with a communicable disease are expected to seek expert medical advice and are encouraged to advise local health authorities. Local health authorities should offer counseling to these persons about measures which can be taken to prevent the spread of infection and about ways to protect their own health.

Students and employees who know that they are infected with a communicable disease are urged to share that information with the appropriate college administrator. Students should contact the Dean of Student Success and Academic Development and employees should contact the President, so the college may respond appropriately to their needs. Medical information relating to the communicable diseases of a student or employee will be disclosed to responsible college officials only on a strictly limited need-to-know basis.

The college reserves the right to require a written statement from a person's physician indicating that the person is no longer contagious or is able to resume physical activities.

## Disruptive Students

### Management of Crises and Behavioral Disturbances

#### Policy

Wytheville Community College reserves the right to dismiss students or remove faculty, staff, or patrons from the college when determined through documented evidence that post-traumatic/violent behavior may create a danger to himself/herself or other college students, faculty or staff. This policy refers to any college event or activity, athletic event, clinical, apprenticeship/internships, or any event sponsored by the college. When an individual is determined to be a danger to him/herself or others, the Office of the Dean of Student Success and Academic Development may take one or more of the following steps in order to reduce that danger:

1. Notify parents or other responsible person.
2. Notify police.
3. Request a psychological evaluation of the student, faculty, staff or patron.



4. Request that the student, faculty, staff or patron be placed in protective custody of police, parents, or hospital.

Because of the educational philosophy of the institution and the communities it serves, college officers will act in the best interests of the college and community as well as the individual. Similar action may also become necessary when there is repeated documentation of behavior which indicates that a student, faculty, staff or patron is unable to be responsible for his/her behavior to the extent that the behavior significantly interferes with the ability of other students, faculty and staff to continue or complete their work and to pursue an orderly course of living and study. This action may necessitate that the student, faculty, staff or patron be withdrawn or removed from the college.

Students that are disciplined, suspended, or expelled under any of the campus safety and security policies have the right to appeal by using the college "Grievance Procedure for Students."

### Student Demonstrations

WCC students can exercise their right to peacefully organize and demonstrate by following the college's [Expressive Activity Policy](#). Students who wish to organize a demonstration should notify the Dean of Student Services and Academic Development in advance in accordance with the policy.

No demonstration or assembly will be permitted if it materially interferes with the educational pursuits of others or with the order or proper functioning of the college. The State Board for Community Colleges has issued the following guidelines for unauthorized or disruptive demonstrations or assemblies:

When an assembly on campus of students not authorized by the college has been requested to disband by the President or other designated officer, those refusing to comply will be subject to immediate suspension or dismissal and legal action.

In the event that an assembly appears to be a demonstration related to grievances, those present should be advised that orderly procedures for the hearing of grievances are available and must be adhered to. College officials will not negotiate with such groups under conditions of duress such as unauthorized occupation of college property.

Any unauthorized occupation of buildings or college property constitutes reason for dismissal from the institution. Furthermore, legal action will be brought against any student involved in acts on community college property that are prohibited by law.

### Threat Assessment Team

As a requirement of Virginia Code Section 23-9.2:10,

each public college or university shall have in place policies and procedures for the prevention of violence on campus, including assessment and intervention with individuals whose behavior poses a threat to the safety of the campus community. WCC's Threat Assessment Team will help develop policies and procedures for the prevention of violence on campus, including assessment and intervention with individuals whose behavior poses a threat to the safety of the campus community. All members of the Threat Assessment Team are considered to be school officials and will have complete access to student records when necessary to do their job.

### GRIEVANCE PROCEDURE FOR STUDENTS

In order to be fair and guarantee due process for students, WCC recognizes the need for an appeal policy. Students are encouraged to maintain open communication with faculty, counselors, and others who work with them in achieving educational goals. Differences which may occur are best resolved by direct, positive communication with the individual(s) concerned. The student must first discuss his or her concern directly with the other party; however, if the student remains dissatisfied with the results of the discussion, the following procedure should be followed:

1. As stated above, the student will first meet with the faculty member or other college person with whom the concern is related and try to resolve the problem at that level. However, if a satisfactory resolution is not achieved, the student will proceed to step two. The student has five (5) working days to proceed to step two.
2. The student will meet with the other parties Dean or Supervisor in a personal conference. The Dean or supervisor has five (5) working days, after this meeting, to render his/her decision regarding the matter to the student and the college employee involved. If a satisfactory resolution of the concern does not result from the conference, the student may file a written grievance within five (5) working days of the Dean's decision with the Vice President of Instruction and Student Development.
3. The student will meet with the Vice President of Instruction and Student Development in a personal conference. The Vice President of Instruction and Student Development has five (5) working days, after this meeting, to render his/her decision regarding the matter to the student and/or the college employee involved. If a satisfactory resolution of the concern does not result from the conference, the student may file a written grievance within five (5) working days with the Dean of Student Success and

Academic Development.

4. The Dean of Student Success and Academic Development will refer the unresolved grievance, together with all supporting statements and the aggrieved student's written request, to the College Judicial Board.
5. The College Judicial Board shall hold a hearing within five (5) working days after the Dean of Student Success and Academic Development's referral for hearing. Judicial Board hearings will be conducted as specified in the Judicial Board bylaws.
6. In reaching its decision, the Judicial Board shall consider only the evidence presented at the hearing and such oral and written arguments as the Judicial Board may consider relevant. Within five (5) working days after the hearing the Judicial Board shall make recommendations based upon the hearing and submit such to all parties involved.
7. If the decision of the Judicial Board is not satisfactory to the student, he/she may request in writing within five (5) working days that the President review the findings of the Judicial Board. The President has five (5) working days to render a final decision. The decision of the President is final.

The Student Grievance Procedure is designed to provide students due process when they believe college policy has been compromised. Grievable issues must be related to interpretation or application of college policy. Personal opinions, matters of taste or preference, and circumstances covered by external rules, laws, or guidelines are not typically grievable under the Student Grievance Procedure.

**\*NOTE:** The time limits set forth in this policy are critical and must be followed by all parties. Failure to meet deadlines will result in loss of protection granted by the policy. Any extension of deadlines must be approved by the Dean of Student Success and Academic Development. Also college work days are Monday - Friday except for approved holidays.

**\*\*NOTE:** This policy is a college policy that guarantees due process to both students and employees. To that end, the only individuals who may participate or observe proceedings/meetings are the individuals directly involved and witnesses who may have observed actions pertinent to the situation. Attorneys, friends, family members and others are not allowed to participate. However, if the student needs an advocate to support his/her interests during the process, he/she can select a college employee (counselor, faculty member, staff member or administrator) who can be

present and observe the entire proceeding.

Wytheville Community College reserves the right to record any session held between administrators and students, faculty/staff and students or between administrators and faculty/staff. Anyone wanting to record a session with a college administrator or faculty/staff member will be required to give notification 24 hours before the meeting starts.

The college administration and the Threat Assessment Team reserves the right to supersede any step in the WCC Grievance Policy when doing so is in the best interest of protecting the safety of the college community and the individual involved. All other grievance procedures will be followed to assure that the student receives due process.

### **JUDICIAL BOARD**

The College Judicial Board is comprised of two (2) students, two (2) faculty members, and one college administrator and provides for due process review of student grievances and appeals of decisions regarding disciplinary matters. Student members will be appointed to the Board by the Dean of Student Success and Academic Development. Faculty members and the administrator will be appointed by the Vice President of Instruction and Student Services.

### **STUDENT COMPLAINTS UNDER STATE AUTHORIZATION RECIPROCITY AGREEMENTS (SARA)**

Wytheville Community College accepts oversight from the State Council of Higher Education for Virginia (SCHEV), the Commonwealth's coordinating body for higher education, in resolving complaints from students taking distance education under the aegis of the State Authorization Reciprocity Agreements (SARA). If a student has exhausted the avenues provided by the institution and the complaint has not been resolved internally, the student may submit the Student Complaint Form to SCHEV. More details on the formal SCHEV student complaints procedure may be found on the SCHEV agency page at [www.schev.edu](http://www.schev.edu). Students may also seek resolution through the Office for Civil Rights of the United States Department of Education ("OCR"). A complaint filed with OCR must be filed within 180 calendar days of the alleged discrimination. Or, if the college complaint procedure was utilized by the student, the OCR complaint must be filed within 60 calendar days from the date of the final decision, unless the time for filing is extended by the OCR for good cause shown. Information on how to proceed may be accessed on OCR's website at: <http://www2.ed.gov/about/offices/list/ocr/index.html>.

## **V. Miscellaneous Policies and Activities**

### **Student Clubs and Activities:**

Student activities at Wytheville Community College is an important part of the total college experience, providing a variety of educational, cultural, and social activities for the entire college community. Planned activities throughout each academic year may include:

- Welcome Back Day
- Fall Esprit
- Community Halloween Celebration
- Veteran's Day Remembrance ceremony
- Spring Fling
- Constitution Day
- Black History Month activities
- Various student/skill building workshops
- Guest Speakers
- A variety of performances

#### **School Colors and Mascot:**

WCC's school's colors are maroon and white. The official school mascot is the wildcat. The school colors and mascot are used in a variety of settings.

#### **Student Government Association:**

The Student Government Association consists of a president, vice-president, secretary, and treasurer representing all students of WCC. SGA serves to provide self-governance for the student body by serving as a liaison between students and administration, planning campus-wide student activities, and providing community outreach within the college's service region.

#### **Clubs and Organizations:**

There are a variety of student clubs and organizations at Wytheville Community College for student participation. Clubs and organizations can be founded by students, faculty, and staff of WCC. Each club or organization must have at least one faculty or staff member serve as club sponsor. For guidelines for club and organization fundraising activities, please contact the Student Activities Coordinator.

Recognized religious or political student organizations may limit activities that relate to the core functions of the organization to only those students who support the organization's mission.

#### **College Bulletin Boards and Display Cases:**

The Wytheville Community College campus bulletin boards are available to promote college events, student activities, student club information, college-related community events, and area job postings for the interest of students, faculty, and staff. To ensure that items posted on the bulletin boards are relevant and current, all notices must be sent to Student Services for placement. College bulletin boards shall not be used to promote commercial enterprises or other activities unrelated to Wytheville Community College, its students, and faculty/staff. For safety and cosmetic reasons, posters and announcements shall not be hung on walls, doors or windows.

#### **College Web Site and Activity Calendar**

Wytheville Community College maintains a web site which may be accessed via the Internet. The web site contains information of interest to prospective and current students, as well business, industry and the general public. Web site visitors will find information about WCC's aca-

demic programs, class offerings, how to contact college faculty and staff, and many other topics. The address of WCC's web site is <http://www.wcc.vccs.edu> and it is updated and expanded on a regular basis.

#### **Student E-mail**

WCC furnishes e-mail accounts to all registered students. Students must use their e-mail account for class-related communication.

#### **Parking Regulations**

WCC provides open, on-campus parking facilities for faculty, administration, staff and students. All are free to park in any space **EXCEPT** those spaces which are specifically reserved. Cars operated by students that are improperly parked are subject to towing at the student's expense. For safety reasons, there will be absolutely NO parking allowed along the roadway leading into the college from East Main Street. Students should park in designated parking areas. Ample parking is provided at each of the college's off-campus sites.

#### **Intellectual Property**

The VCCS Policy Manual includes a detailed description of policies and procedures related to Intellectual Property, including ownership and responsibility issues. Students are directed to Section 12 (<http://www.vccs.edu/Polcypdf/section/sec12.pdf>) of the manual for specific details. The Vice President of Instruction and Student Development has been designated as the college policy administrator. As necessary, a college committee shall be designated by the President to assist the policy administrator in implementing the provisions of this policy.

#### **Inclement Weather Announcements**

##### **Day Classes**

Decisions concerning the closing or late opening of Wytheville Community College due to inclement weather will be made by college officials early each day. The stations listed below will be contacted as soon as the decision to close school is rendered, which in all probability will be prior to 6:30 a.m. Students, faculty, and staff are urged to listen to the radio for information concerning school closing. Do not be influenced by announcements concerning the public school system as the college is not a part of that system. If the college is to be closed for any particular day, the announcement will state this fact.

Inclement Weather Class Schedule - 2 Hour Delay (Monday-Friday)					
Monday/Wednesday		Tuesday/Thursday		Friday	
Regular Schedule	Delayed Schedule	Regular Schedule	Delayed Schedule	Regular Schedule	Delayed Schedule
8:00 AM - 9:15 AM	10:00 AM - 11:00 AM	8:00 AM - 9:15 AM	10:00 AM - 11:00 AM	8:00 AM - 9:15 AM	10:00 AM - 11:00 AM
9:30 AM - 10:45 AM	11:15 AM - 12:15 PM	9:30 AM - 10:45 AM	11:15 AM - 12:15 PM	9:30 AM - 10:45 AM	11:15 AM - 12:15 PM
11:00 AM - 12:15 PM	12:30 PM - 1:30 PM	11:00 AM - 12:15 PM	12:30 PM - 1:30 PM	11:00 AM - 12:15 PM	12:30 PM - 1:30 PM
12:30 PM - 1:45 PM (Activity Period)	1:35PM - 2:35 PM (Activity Period)	12:30 PM - 1:45 PM	1:35PM - 2:35 PM	12:30 PM - 1:45 PM	1:35PM - 2:35 PM
2:00 PM - 3:15 PM	2:40 PM - 3:40 PM	2:00 PM - 3:15 PM	2:40 PM - 3:40 PM	2:00 PM - 3:15 PM	2:40 PM - 3:40 PM
3:30 PM - 4:45 PM	3:45 PM - 4:45 PM	3:30 PM - 4:45 PM	3:45 PM - 4:45 PM	3:30 PM - 4:45 PM	3:45 PM - 4:45 PM
<b>NOTES:</b> 1) Classes scheduled to meet prior to 8:00 AM will not meet on 2-hour delay schedule days. Faculty members will work with students to make up any missed class time. 2) Students who are to report to clinical location (that is NOT a WCC facility) will receive instructions from their faculty member regarding whether or not to show up at the clinical site when the college is on a 2-hour delay schedule. 3) Night Classes (5:00 PM and later starting times) will run as normally Scheduled unless night classes are cancelled completely. 4) Saturday Classes will begin at 10:00 am when WCC is on a 2-hour delay schedule. 5) Any class that does not start a “regular schedule” listed time will utilize the 2-hour delay schedule period corresponding to the “regular schedule” listed time period containing the usual start time. For instance, if the usual class start time is 10:00 AM, the 2-hour delay schedule starting time for that class will be 11:10 AM.					

Inclement Weather Class Schedule - Afternoon Start (Monday-Friday)					
Monday/Wednesday		Tuesday/Thursday		Friday	
Regular Schedule	Delayed Schedule	Regular Schedule	Delayed Schedule	Regular Schedule	Delayed Schedule
8:00 AM - 9:15 AM	NO CLASS	8:00 AM - 9:15 AM	NO CLASS	8:00 AM - 9:15 AM	NO CLASS
9:30 AM - 10:45 AM	NO CLASS	9:30 AM - 10:45 AM	NO CLASS	9:30 AM - 10:45 AM	NO CLASS
11:00 AM - 12:15 PM	12:30 PM - 1:30 PM	11:00 AM - 12:15 PM	12:30 PM - 1:30 PM	11:00 AM - 12:15 PM	12:30 PM - 1:30 PM
12:30 PM - 1:45 PM (Activity Period)	1:35PM - 2:35 PM (Activity Period)	12:30 PM - 1:45 PM	1:35PM - 2:35 PM	12:30 PM - 1:45 PM	1:35PM - 2:35 PM
2:00 PM - 3:15 PM	2:40 PM - 3:40 PM	2:00 PM - 3:15 PM	2:40 PM - 3:40 PM	2:00 PM - 3:15 PM	2:40 PM - 3:40 PM
3:30 PM - 4:45 PM	3:45 PM - 4:45 PM	3:30 PM - 4:45 PM	3:45 PM - 4:45 PM	3:30 PM - 4:45 PM	3:45 PM - 4:45 PM
<b>NOTES:</b> 1) Classes scheduled to meet prior to 11:00 AM will not meet on Afternoon Start days. Faculty members will work with students to make up any missed class time. 2) Employees report to work from 12:00 PM to 5:00 PM (no lunch break) on Afternoon Start Days. 3) Students who are to report to clinical location (that is NOT a WCC facility) will receive instructions from their faculty member regarding whether or not to show up at the clinical site when the college is on a Afternoon Start Days. 4) Night Classes (5:00 PM and later starting times) will run as normally Scheduled unless night classes are cancelled completely. 5) Saturday Classes will be either canceled or will begin at 12:30 PM when WCC is on the Afternoon Start schedule. Faculty members are to contact students to specify whether or not class will meet at 12:30 PM that day. 6) Any class that does not start a “regular schedule” listed time will utilize the Afternoon Start schedule period corresponding to the “regular schedule” listed time period containing the usual start time. For instance, if the usual class start time is 11:30 AM, the Afternoon Start schedule for that class will begin at 12:30 PM.					



Any class that does not start at a regular listed time will utilize a delayed schedule that will overlap with the class.

### Evening Classes

Decisions concerning the cancellations of WCC on campus and regional site evening classes will be made between 3:00 p.m. and 4:30 p.m. and will be announced in the same manner as used for cancellation of day classes. (NOTE: Sometimes day classes are cancelled but night classes are not. When night classes are cancelled, they may not be cancelled at all regional sites.)

### Lost and Found

All personal articles found on campus are placed in the office of the WCC Campus Police Department in Carroll Hall. They may be claimed upon proof of ownership.

### Telephone Usage

The telephones in the college are to be used by faculty and staff for official college business. Telephones for calling offices within the college are also located in the halls of each building on campus. Calls are limited to five minutes on hall phones.

Incoming emergency telephone calls are received by the Student Services Office. The student is located as quickly as possible and given the message. Only messages of extreme emergencies will be delivered to students by Student Services personnel.

### Emergencies

Students will be called from class only in the event of emergency. All emergency numbers are listed below.

### Emergency Phone Numbers:

WCC at the Crossroads Institute .....276-744-4974  
 After 6 p.m., call 276-744-4986  
 WCC at the Summit Center .....276-783-1777  
 Wytheville Community College .....276-223-4700  
 or 1-800-468-1195  
 After 5 p.m., call WCC Police, 276-223-4713

<b><u>RADIO STATION</u></b>	<b><u>LOCATION</u></b>	<b><u>FREQUENCY</u></b>
WYVE-WXBX	Wytheville	1280 AM; 95.3 FM
WSLQ-WSLC	Roanoke	610 AM; 99 FM; 94.9 FM
WMEV	Marion	1010 AM; 93.9 FM
WWWJ-WBRF	Galax	1360 AM; 98.1 FM
WSYD	Mt., Airy, NC	1300 AM
WKEZ	Bluefield, WV	1240 AM
WHKX	Bluefield, WV	100.9 FM
WHIS	Bluefield, WV	104 FM
WBDY	Bluefield, WV	107.7 FM
WHQX	Bluefield, WV	1140 AM
WHAJ	Bluefield, WV	106.3 FM
WKOY	Bluefield, WV	1190 AM
WFNR	Christiansburg	710 AM
WBXW	New River Valley	100.7 FM
WBZV	Christiansburg	105 FM
WPSK	Pulaski	107 FM
WBRW-WRAD	Radford	101 FM; 1460 AM
WHHV	Hillsville	1400 AM
WOLD	Marion	1330 AM; 102.5 FM
WFIR-WXLK	Roanoke	960 AM; 92.3 FM
WXBQ-WAEZ	Bristol, VA	99.3 FM; 980 AM; 96.9 FM
WVTF	Roanoke	89.1 FM; 91.9 FM
WZVA	Marion	Z-103.5 FM

### **TV STATIONS**

WDBJ	Roanoke, VA	Channel 7
WSLS	Roanoke, VA	Channel 10
WVVA	Bluefield, WV	Channel 6
WCYB	Bristol, VA	Channel 5

### Delayed Class Schedule

Every effort will be made to keep the college open during inclement weather. However, when conditions dictate, this delayed schedule may be put into effect. The delayed schedule will be used as necessary to allow for improvement of road conditions. Each student is expected, in the final analysis, to decide whether it is safe to come to the college. Every attempt will be made to work with students who are forced to be absent because of weather.

This delayed schedule will be in effect upon authorized release to local radio and television stations. Information is also available via the college website at [www.wcc.vccs.edu](http://www.wcc.vccs.edu). Announcements are also made on the WCC FaceBook page and via the college's Twitter account. Every effort will be made to release this information in time for inclusion in 11:00 p.m. broadcasts and/or early morning newscasts.

# Course Descriptions

## Course Numbers:

Courses numbered 01-09 are freshman level courses for the Developmental program and for the occupational programs. They are not applicable toward an associate degree.

Courses numbered 10-99 are basic occupational courses for the diploma and certificate programs. They are not applicable toward an associate degree.

Courses numbered 100-199 are freshman level courses applicable toward an associate degree. They may also be used in certificate and diploma programs.

Courses numbered 200-299 are sophomore level courses applicable toward an associate degree.

## Course Credits:

The credit for each course is indicated after the title in the course description. One credit is equivalent to one collegiate semester hour credit.

## Course Hours:

The number of lecture hours in class each week (including lecture, seminar, and discussion hours) and/or the number of laboratory hours in class each week (including laboratory, shop, supervised practice, and cooperative work experiences) are indicated for each course in the course description. The number of lecture and laboratory hours in class each week are also called "contact" hours because it is time spent under the direct supervision of a faculty member. In addition to the lecture and laboratory hours in class each week as listed in the course description, each student also must spend some time on out-of-class assignments under his or her own direction. Usually each credit per course requires an average of three hours of in-class and out-of-class work each week for 15 weeks.

## Prerequisites:

If any are required before enrolling in a course, these prerequisites will be identified in the course description. Courses in special sequences (usually identified by the numeral I-II-III) require that prior courses or their equivalent be completed before enrolling for a course; usually the corequisites must be taken at the same time. The prerequisites or their equivalent must be completed before enrolling in a course unless special permission is obtained from the Vice President of Instruction, academic dean, and the instructor of the course.

The college reserves the right to change, to delete, or to substitute courses or programs at any time.

## Accounting (ACC)

**ACC 211 Principles of Accounting I (4 cr.)** - Introduces accounting principles with respect to financial reporting. Demonstrates how decision makers use accounting information for reporting purposes. Focuses on the preparation of accounting information and its use in the operation of organizations, as well as methods of analysis and interpretation of accounting information. Credits 3 - 4. Lecture 3-4 hours per week. Total 3 - 4 hours per week. A laboratory co-requisite (ACC 213) may be required as identified by the college 3-4 credits

**ACC 212 Principles of Accounting II (4 cr.)** - Introduces accounting principles with respect to cost and managerial accounting. Focuses on the application of accounting information with respect to product costing, as well as its use within the organization to provide direction and to judge performance. Credits - 3-4. Lecture 3-4 hours per week. Total Contact Hours - 3-4 per week. Pre-requisite: ACC 211; A laboratory co-requisite (ACC 214) may be required as identified by the college 3-4 credits

**ACC 215 Computerized Accounting (3 cr.)** - Introduces the computer in solving accounting problems. Focuses on operation of computers. Presents the accounting cycle and financial statement preparation in a computerized system and other applications for financial and managerial accounting. Prerequisite or co-requisite ACC 211 or equivalent. Lecture 3 hours per week.

**ACC 221 Intermediate Accounting I (3 cr.)** - Covers accounting principles and theory, including a review of the accounting cycle and accounting for current assets, current liabilities and investments. Introduces various accounting approaches and demonstrates the effect of these approaches on the financial statement users. Prerequisite ACC 212 or equivalent. Lecture 3 hours per week.

**ACC 222 Intermediate Accounting II (3 cr.)** - Continues accounting principles and theory with emphasis on accounting for fixed assets, intangibles, corporate capital structure, long-term liabilities, and investments. Prerequisite ACC 221 or equivalent. Lecture 3 hours per week.

**ACC 231 Cost Accounting I (3 cr.)** - Studies cost accounting methods and reporting as applied to job order, process, and standard cost accounting systems. Includes cost control and other topics. Prerequisite ACC 212 or equivalent. Lecture 3 hours per week.

**ACC 261 Principles of Federal Taxation I (3 cr.)** - Presents the study of federal taxation as it relates to individuals and other related entities. Includes tax planning, compliance and reporting. Lecture 3 hours per week.

## Administration of Justice (ADJ)

**ADJ 100 Survey of Criminal Justice (3 cr.)** - Presents an overview of the United States criminal justice system; introduces the major

system components law enforcement, judiciary, and corrections. Lecture 3 hours per week.

**ADJ 105 The Juvenile Justice System (3 cr.)** - Presents the evolution, philosophy, structures and processes of the American juvenile delinquency system; surveys the rights of juveniles, dispositional alternatives, rehabilitation methods and current trends. Lecture 3 hours per week.

**ADJ 107 Survey of Criminology (3 cr.)** - Surveys the volume and scope of crime; considers a variety of theories developed to explain the causation of crime and criminality. Lecture 3 hours per week.

**ADJ 111 Law Enforcement Organization & Administration I (3 cr.)** - Teaches the principles of organization and administration of law enforcement agencies. Studies the management of line operations, staff and auxiliary services, investigative and juvenile units. Introduces the concept of data processing; examines policies, procedures, rules, and regulations pertaining to crime prevention. Surveys concepts of protection of life and property, detection of offenses, and apprehension of offenders. Lecture 3 hours per week.

**ADJ 127 Firearms and Marksmanship (3 cr.)** - Surveys lethal weapons in current use and current views on weapon types and ammunition design. Examines the legal guidelines as to use of deadly force, safety in handling of weaponry, and weapon care and cleaning; marksmanship instruction under standard range conditions. Prerequisite permission of instructor. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

**ADJ 138 Defensive Tactics (2 cr.)** - Surveys and demonstrates the various types of non-lethal force tools and tactics for use by criminal justice personnel in self-defense, arrest, search, restrain and transport of those in custody. Lecture 2 hours per week.

**ADJ 145 Corrections and the Community (3 cr.)** - Studies and evaluates the relationships and interactions between correctional organizations and free society. Focuses on the shared responsibility of the community and corrections agencies to develop effective programs for management and treatment of criminal offenders. Lecture 3 hours per week.

**ADJ 146 Adult Correctional Institutions (3 cr.)** - Describes the structures, functions, and goals of state and federal correctional institutions (prisons, farms, community-based units, etc.) for adult inmates. Lecture 3 hours per week.

**ADJ 171 Forensic Science I (4 cr.)** - Introduces student to crime scene technology, procedures for sketching, diagramming and using casting materials. Surveys the concepts of forensic chemistry, fingerprint classification/identification and latent techniques, drug identification, hair and fiber evidence, death investigation techniques, thin-layer chromatographic methods, and arson materials examination. Prerequisite [ADJ 236](#) or instructor approval. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

**ADJ 211-212 Criminal Law, Evidence and Procedures I-II (3 cr.) (3 cr.)** - Teaches the elements of proof for major and common

crimes and the legal classification of offenses. Studies the kinds, degrees and admissibility of evidence and its presentation in criminal proceedings with emphasis on legal guidelines for methods and techniques of evidence acquisition. Surveys the procedural requirements from arrest to final disposition in the various American court systems with focus on the Virginia jurisdiction. Lecture 3 hours per week.

**ADJ 227 Constitutional Law for Justice Personnel (3 cr.)** - Surveys the basic guarantees of liberty described in the U.S. Constitution and the historical development of these restrictions on government power, primarily through U.S. Supreme Court decisions. Reviews rights of free speech, press, assembly, as well as criminal procedure guarantees (to counsel, jury trial, habeas corpus, etc.) as they apply to the activities of those in the criminal justice system. Lecture 3 hours per week.

**ADJ 228 Narcotics and Dangerous Drugs (3 cr.)** - Surveys the historical and current usage of narcotics and dangerous drugs. Teaches the identification and classification of such drugs and emphasizes the symptoms and procedures utilized in law enforcement efforts against illicit drug usage. Lecture 3 hours per week.

**ADJ 236 Principles of Criminal Investigation (3 cr.)** - Surveys the fundamentals of criminal investigation procedures and techniques. Examines crime scene search, collecting, handling and preserving of evidence. Lecture 3 hours per week.

**ADJ 241 Correctional Law I (3 cr.)** - Studies the legal rights and obligations of the convict-probationer, inmate, and parolee. Surveys methods of enforcing both rights and obligations and the responsibilities of corrections agencies and personnel under correctional law (constitutional, statutory, and regulatory provisions). Lecture 3 hours per week.

**ADJ 245 Management of Correctional Facilities (3 cr.)** - Describes management options and operational implications for staffing, security, safety, and treatment. Considers impact of changes in public policy on corrections. Lecture 3 hours per week.

**ADJ 290 Coordinated Internship in Administration of Justice (4 cr.)** - Prerequisite divisional approval. Supervises on-the-job training in selected business, industrial or service firms coordinated by the college. Laboratory 12 hours per week.

## Air Conditioning and Refrigeration (AIR)

**AIR 99 Supervised Study in HVAC (1 cr.)** - Assigns problems for independent study incorporating previous instruction and supervised by the instructor. Laboratory 3 hours per week.

**AIR 121 Air Conditioning and Refrigeration I (3 cr.)** - Studies refrigeration theory, characteristics of refrigerants, temperature, and pressure, tools and equipment, soldering, brazing, refrigeration systems, system components, compressors, evaporators, metering devices. Presents charging and evaluation of systems and leak detection. Explores servicing the basic system. Explains use and care of oils and additives and troubleshooting of small commercial

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systems. Part I of II. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

**AIR 122 Air Conditioning and Refrigeration II** (3 cr.) - Studies refrigeration theory, characteristics of refrigerants, temperature, and pressure, tools and equipment, soldering, brazing, refrigeration systems, system components, compressors, evaporators, metering devices. Presents charging and evaluation of systems and leak detection. Explores servicing the basic system. Explains use and care of oils and additives and troubleshooting of small commercial systems. Part II of II. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

**AIR 126 Electrical and Control Systems** (2 cr.) - Presents trouble-shooting and servicing the electrical components of small refrigeration systems including basic electricity for refrigeration, electrical controls of refrigeration systems, electrical motors, motor control, motor starters, relays, overloads, instruments, and control circuits. Lecture 1 hour per week. Laboratory 3 hours. Total 4 hours per week.

**AIR 158 Mechanical Codes** (2 cr.) - Presents mechanical code requirements for installation, service, and inspection procedures. Uses the BOCA code in preparation for the master's card. Lecture 2 hours per week.

**AIR 159 Heating and Cooling Safety** (1 cr.) - Presents standard safety procedures used in the heating and cooling industry. Discusses proper handling of equipment refrigerants and electricity. Lecture 1 hour per week.

**AIR 165 Air Conditioning Systems I** (4 cr.) - Introduces comfort survey, house construction, load calculations, types of distribution systems, and equipment selection. Introduces designing, layout, installing and adjusting of duct systems, job costs, and bidding of job. Part I of II. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

**AIR 235 Heat Pumps** (3 cr.) - Studies theory and operation of reverse cycle refrigeration including supplementary heat as applied to heat pump systems, including service, installation and maintenance. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

## Arts (ART)

**ART 101 History and Appreciation of Art I** (3 cr.) - Presents the history and interpretation of architecture, sculpture, and painting. Begins with prehistoric art and follows the development of western civilization to the present. Lecture 3 hours per week.

**ART 121 Drawing I** (3 cr.) - Develops basic drawing skills and understanding of visual language through studio instruction/lecture. Introduces concepts such as proportion, space, perspective, tone and composition as applied to still life, landscape and the figure. Uses drawing media such as pencil, charcoal, ink wash and color media. Includes field trips and gallery assignments as appropriate. Lecture/studio 5 hours per week.

**ART 125 Introduction to Painting** (3 cr.) - Introduces study of color, composition and painting techniques. Places emphasis on experimentation and enjoyment of oil and/or acrylic paints and the fundamentals of tools and materials. Lecture 2 hours per week. Studio instruction 3 hours. Total of 5 hours per week.

**ART 153 - Ceramics I** (3-4 cr.) - Presents problems in the design and production of functional and non-functional ceramic works. Includes hand building the potter's wheel and clays and glazes. Part I of II. Lecture 0-2 hours. Studio instruction 4-6 hours. Total 5-8 hours per week.

**ART 259 Landscape Painting** (3 cr.) - Provides a comprehensive study of the techniques and approaches to the subject of landscape painting from the historic and current perspective. Lecture 2 hours per week. Laboratory 3 hours per week. Total 5 hours per week.

## American Sign Language (ASL)

**ASL 100 Orientation to Acquisition of ASL As an Adult** (2 cr.) - Presents a brief introduction to the U.S. Deaf Community, focusing on the differences in language and literature. Introduces many common pitfalls experienced by adults when acquiring ASL as a second language. Provides students with an experience bridging spoken English and ASL via use of visual-gestural, non-verbal communication. Lecture 2 hours per week.

**ASL 101 American Sign Language I** (3-4 cr.) - Introduces the fundamentals of American Sign Language (ASL) used by the Deaf Community, including basic vocabulary, syntax, fingerspelling, and grammatical non-manual signals. Focuses on communicative competence. Develops gestural skills as a foundation for ASL enhancement. Introduces cultural knowledge and increases understanding of the Deaf Community. Part I of II. Lecture 3-4 hours. Laboratory 0-2 hours. Total 3-5 hours per week.

**ASL 102 American Sign Language II** (3-4 cr.) - Introduces the fundamentals of American Sign Language (ASL) used by the Deaf Community, including basic vocabulary, syntax, fingerspelling, and grammatical non-manual signals. Focuses on communicative competence. Develops gestural skills as a foundation for ASL enhancement. Introduces cultural knowledge and increases understanding of the Deaf Community. Part II of II. Lecture 3-4 hours. Laboratory 0-2 hours. Total 3-5 hours per week.

**ASL 115 Fingerspelling and Number Use in ASL** (2 cr.) - Provides intensive practice in comprehension and production of fingerspelled words and numbers with emphasis on clarity and accuracy. Focuses on lexicalized fingerspelling and numeral incorporation as used by native users of American Sign Language. Prerequisite **ASL 101** or permission of instructor. Lecture 2 hours per week. 2 credits

## Administrative Support Technology (AST)

**AST 101 Keyboarding I** (3 cr.) - Teaches the alpha/numeric keyboard with emphasis on correct techniques, speed, and accuracy. Teaches formatting of basic personal and business correspondence, reports, and tabulation. Lecture 3 hours per week.



**AST 102 Keyboarding II (3 cr.)** - Develops keyboarding and document production skills with emphasis on preparation of specialized business documents. Continues skill-building for speed and accuracy. Prerequisite [AST 101](#). Lecture 3 hours per week.

**AST 107 Editing/Proofreading Skills (3 cr.)** - Develops skills essential to creating and editing business documents. Covers grammar, spelling, diction, punctuation, capitalization, and other usage problems. Lecture 3 hours per week.

**AST 114 Keyboarding for Information Processing (1 cr.)** - Teaches the alphabetic and numeric keys: develops correct techniques and competency in the use of computer keyboards. May include basic correspondence and report formats. A laboratory co-requisite (AST 115) may be required. Lecture 1 hours per week.

**AST 117 Keyboarding for Computer Usage (1 cr.)** - Teaches the alphabetic keyboard and 10-key pad. Develops correct keying techniques. Lecture 1 hour per week.

**AST 132 Word Processing I (Word) (1 cr.)** - Introduces students to a word processing program to create, edit, save and print documents. Lecture 1 hour per week.

**AST 133 Word Processing II (Word) (1 cr.)** - Presents formatting and editing features of a word processing program. Lecture 1 hour per week.

**AST 134 Word Processing III (Word) (1 cr.)** - Continues work with formatting features and text enhancements of a word processing program. Lecture 1 hour per week.

**AST 136 Office Record Keeping (3 cr.)** - Introduces types of record keeping duties performed in the office, such as financial, tax, payroll, and inventory. Utilizes specialized software where applicable. Lecture 3 hours per week.

**AST 140 Introduction to Windows (1 cr.)** - Introduces students to Windows and provides basic concepts and commands necessary in the Windows environment. Lecture 1-2 hours per week.

**AST 141 Word Processing I (3 cr.)** - Teaches creating and editing documents, including line and page layouts, columns, fonts, search/replace, cut/paste, spell/thesaurus, and advanced editing and formatting features of word processing software. Prerequisite [AST 101](#) or division approval. Lecture 3 hours per week.

**AST 142 Word Processing II (3 cr.)** - Teaches advanced software applications. Prerequisite [AST 141](#) or equivalent. Lecture 3 hours per week.

**AST 147 Introduction to Presentation Software (1 cr.)** - Introduces presentation options including slides, transparencies, and other forms of presentations. Lecture 1 hour per week.

**AST 150 Desktop Publishing (1 cr.)** - Presents desktop publishing features including page layout and design, font selection, and use of graphic images. Lecture 1 hour per week.

**AST 160 Learning the Internet for Business (1 cr.)** - Introduces students to basic Internet terminology and services including e-mail, www browsing, search engines, and other services. Provides an introduction to electronic commerce in an office environment. Lecture 1 hour per week.

**AST 205 Business Communications (3 cr.)** - Teaches techniques of oral and written communications. Emphasizes writing and presenting business-related materials. Lecture 3 hours per week.

**AST 232 Microcomputer Office Applications (3 cr.)** - Teaches production of business documents using word processing, databases, and spreadsheets. Emphasizes document production to meet business and industry standard. Prerequisite [AST 101](#) or equivalent. Lecture 2-4 hours per week.

**AST 234 Records and Database Management (3 cr.)** - Teaches filing and records management procedures using microcomputer database software. Incorporates both manual and electronic methods for managing information. Lecture 3 hours per week.

**AST 236 Specialized Software Applications (3 cr.)** - Teaches specialized integrated software applications on the microcomputer. Emphasizes document production to meet business and industry standards. Prerequisite [AST 101](#) or equivalent. Lecture 3 hours per week.

**AST 240 Machine Transcription (3 cr.)** - Develops proficiency in the use of transcribing equipment to produce business documents. Emphasizes listening techniques, business English, and proper formatting. Includes production rate and mailable copy requirements. Prerequisite [AST 101](#). Lecture 3 hours per week.

**AST 243 Office Administration I (3 cr.)** - Develops an understanding of the administrative support role and the skills necessary to provide organizational and technical support in a contemporary office setting. Emphasizes the development of critical-thinking, problem-solving, and job performance skills in a business office environment. Prerequisite [AST 101](#). Lecture 3 hours per week.

**AST 244 Office Administration II (3 cr.)** - Enhances skills necessary to provide organizational and technical support in a contemporary office setting. Emphasizes administrative and supervisory role of the office professional. Includes travel and meeting planning, office budgeting and financial procedures, international issues, and career development. Prerequisite [AST 243](#) or equivalent. Lecture 3 hours per week.

**AST 245 Medical Machine Transcription (3 cr.)** - Develops machine transcription skills, integrating operation of transcribing equipment with understanding of medical terminology. Emphasizes dictation techniques and accurate transcription of medical documents in prescribed formats. Prerequisites [AST 102](#) or equivalent. Lecture 3 hours per week.

**AST 247 Legal Machine Transcription (3 cr.)** - Develops machine transcription skills, integrating operation of transcribing equipment with understanding of legal terminology. Emphasizes dictation

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techniques and accurate transcription of legal documents in prescribed formats. Prerequisite **AST 102** or equivalent. Lecture 3 hours per week.

**AST 253 Advanced Desktop Publishing I** (3 cr.) - Introduces specific desktop publishing software. Teaching document layout and design, fonts, type styles, style sheets, and graphics. Prerequisite **AST 101** or equivalent and experience in using a word processing package. Lecture 3 hours per week.

**AST 257 WP Desktop Publishing (Word)** (3 cr.) - Uses word processing software to teach advanced document preparation. Prerequisite **AST 101** or equivalent and experience using the specified word processing software. Lecture 3 hours per week.

**AST 260 Presentation Software (PowerPoint 2007)** (2 cr.) - Teaches creation of slides including use of text, clip art, and graphs. Includes techniques for enhancing presentations with on-screen slide show as well as printing to transparencies and hand-outs. Incorporates use of sound and video clips. Lecture 2 hours per week.

**AST 290 Coordinated Internship** (3 cr.) - Supervises on-the-job training in selected business, industrial or service firms coordinated by the college. Prerequisite divisional approval. Credit/practice ratio not to exceed 1:5 hours. May be repeated for credit. Laboratory 6 hours per week.

**AST 298 Seminar and Project in Administrative Support Technology** (3 cr.) - Requires successful completion of a project or research report related to the student's occupational objectives and a study of approaches to the selection and pursuit of career opportunities in the field. Lecture is 2 hours per week.

## Basic Skills (BSK)

**BSK 1 Whole Numbers** (1 cr.) - Covers whole number principles and computations. Credits not applicable toward graduation. Lecture 1 hour. . Total 1 hour per week.

## Biology (BIO)

**BIO 101 General Biology I** (4 cr.) - Focuses on foundations in cellular structure, metabolism, and genetics in an evolutionary context. Explores the core concepts of evolution; structure and function; information flow, storage and exchange; pathways and transformations of energy and matter; and systems biology. Emphasizes process of science, interdisciplinary approach, and relevance of biology to society. Part I of a two-course sequence. Prerequisite: Placement into ENG 111 and completion of MTE 1-3 or placement scores at or above the minimum level to meet requirements. Lecture 3 hours. Recitation and laboratory 3 hours. Total 6 hours per week.

**BIO 102 General Biology II** (4 cr.) - General Biology II: Focuses on diversity of life, anatomy and physiology of organisms, and ecosystem organization and processes in an evolutionary context. Explores the core concepts of evolution; structure and function; information flow, storage and exchange; pathways and transformations of energy and matter; and systems biology.

Emphasizes process of science, interdisciplinary approach, and relevance of biology to society. Part II of a two-course sequence. Prerequisite: BIO 101. Lecture 3 hours. Recitation and laboratory 3 hours. Total 6 hours per week.

**BIO 141-142 Human Anatomy and Physiology I-II** (4 cr.) (4 cr.) - Prerequisite high school biology or equivalent. Integrates anatomy and physiology of cells, tissues, organs, and systems of the human body. Lecture 3 hours. Recitation and laboratory 3 hours. Total 6 hours per week.

**BIO 150 Introductory Microbiology** (4 cr.) - Studies the general characteristics of microorganisms. Emphasizes their relationships to individual and community health. Lecture 3 hours. Recitation and laboratory 3 hours. Total 6 hours per week.

**BIO 285 Biological Problems in Contemporary Society** (3 cr.) - Discusses major biological problems facing society which may include environmental and health concerns such as pollution, bioengineering, drug abuse, conservation, famine and others. Lecture 3 hours per week.

## Building (BLD)

**BLD 39 Building Code for Carpenters** (3 cr.) - Introduces the purpose and interpretation of local, state, and national building codes applicable to carpenters. Lecture 3 hours per week.

**BLD 99 Supervised Study in Carpentry** (1 cr.) - Assigns problems for independent study incorporating previous instruction and supervised by the instructor. May be repeated for credit. Laboratory 3 hours per week.

**BLD 101 Construction Management I** (3 cr.) - Presents overviews of all phases of construction project management. Introduces students to philosophy, responsibilities, methodology, and techniques of the construction process. Introduces topics related to the construction and design industries, organizations, construction contracts, bidding procedures, insurance, taxes, bonding, cost accounting, business methods, including basic computer usage, safety and general project management procedures. Lecture 3 hours per week.

**BLD 105 Shop Practices and Procedures** (3 cr.) - Introduces basic hand and power tools with emphasis on proper care and safety practices. Introduces materials used in building trades including metals, plastics, and woods with stress placed on the processing techniques of each. Emphasizes fasteners such as screws, rivets, and glues as well as brazed, soldered, and welded joints. Lecture 1-2 hours. Laboratory 2-3 hours. Total 3-5 hours per week.

**BLD 110 Introduction to Construction** (3 cr.) - Covers basic knowledge and requirements needed in the construction trades. Introduces use of tools and equipment, with emphasis on construction safety, including personal and tool safety. Provides a working introduction to basic blueprint reading and fundamentals of construction mathematics. Lecture 3 hours per week.

**BLD 111 Blueprint Reading and the Building Code (3 cr.)** - Introduces reading and interpreting various kinds of blueprints and working drawings with reference to local, state, and national building codes. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

**BLD 131-132 Carpentry Framing I-II (5 cr.) (5 cr.)** - Presents an introduction to carpentry with emphasis on residential construction. Covers safety on the job, appropriate use of power tools, basic construction techniques, an introduction to working drawings, and the team approach to residential buildings. Presents an introduction to selection and use of ladders and scaffolds, basic form removal and demolition, and use of basic first aid. Includes the concepts of carpentry framing for floors, walls, ceilings, porches, and decks. Includes theoretical and practical application as well as the concepts of carpentry framing for roof, truss installation and door and window installation. Lecture 3 hours. Laboratory 4 hours. Total 7 hours per week.

**BLD 133-134 Carpentry Framing III-IV (5 cr.) (5 cr.)** - Continues the student of carpentry with emphasis on residential construction. Covers safety on the job, appropriate use of power tools, basic construction techniques, an introduction to working drawings, and the team approach to residential buildings. Continues the study of selection and use of ladders and scaffolds, basic form removal and demolition, and use of basic first aid. Includes the concepts of carpentry framing for floors, walls, ceilings, porches and decks. Includes theoretical and practical application as well as the concepts of carpentry framing for roof, truss installation and door and window installation. Lecture 3 hours. Laboratory 4 hours. Total 7 hours per week.

**BLD 140 Principles of Plumbing Trade I (3 cr.)** - Studies the plumbing trade, the structure of the plumbing trade, apprenticeship standards, job safety, tools of the trade, the approved installation of plumbing materials, types of sanitary drainage pipe and piping layout of sanitary piping. Lecture 3 hours per week.

**BLD 141 Principles of Plumbing Trade II (3 cr.)** - Studies the sizing of sanitary drainage and vent piping for single family dwelling, two-story, single-family dwellings, duplex residence, apartment building, and multi-story building. Lecture 3 hours per week.

**BLD 142 Principles of Plumbing Trade III (3 cr.)** - Studies sizing of water piping and control valves, piping materials, piping layout, and the proper installation of water piping. Explains how to identify cross control and the critical levels of contamination, means of protection against back flow, installing back flow preventers, and back flow preventive testing. - Lecture 3 hours per week.

**BLD 143 Plumbing Blueprint Reading (3 cr.)** - Focuses on blueprint reading, plan reviews, schematic drawing, isometric view drawing and architectural blueprint reading on single-, two-family, and multi-story dwelling for drainage, vents and water piping design. Lecture 3 hours per week.

**BLD 144 Plumbing Code and Certification Preparation (3 cr.)** - Teaches the use of the plumbing code standard book (BOCA), references standards, the reading and use of charts and tables, and preparation for the journeyman's certification and the crossconnection control certification test. Lecture 3 hours per week.

**BLD 147 Principles of Block and Bricklaying (3 cr.)** - Presents fundamentals of masonry practices. Includes foundations, block laying skills, mortar mixing, measuring, and introduction to bricklaying techniques. Emphasizes hands-on applications of block and brick techniques. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

**BLD 190 Coordinated Internship (3 cr.)** - Supervises on-the-job training in selected business, industrial or service firms coordinated by the college. Credit/practice ratio not to exceed 1:5 hours. May be repeated for credit. Laboratory 3 hours per week.

**BLD 198 Seminar and Project (3 cr.)** - Requires completion of a project or research report related to the student's objectives and a study of approaches to the selection and pursuit of career opportunities in the field. May be repeated for credit Laboratory 9 hours per week.

**BLD 199 Supervised Study in Carpentry (1 cr.)** - Assigns problems for independent study incorporating previous instruction and supervised by the instructor. May be repeated for credit. Laboratory 2 hours per week.

**BLD 200 - Sustainable Construction (3 cr.)** - Teaches students the specialized construction management best practices that must be utilized when managing a sustainable project. Includes industry standards for green construction as identified by popular building rating systems. Lecture 3 hours per week.

**BLD 215 OSHA 30 Construction Safety (2 cr.)** - Covers all topics included in the OSHA 30-hour course. Prerequisite: OSHA 10 Certification. Lecture 2 hours per week.

**BLD 290 Coordinated Internship (3 cr.)** - Supervises on-the-job training in selected business, industrial or service firms coordinated by the college. Credit/practice ratio not to exceed 1:5 hours. May be repeated for credit. Laboratory 3 hours per week.

**BLD 298 - Seminar and Project (3 cr.)** - Requires completion of a project or research report related to the student's occupational objectives and a study of approaches to the selection and pursuit of career opportunities in the field. May be repeated for credit. Laboratory 9 hours per week.

## Business Management and Administration (BUS)

**BUS 100 Introduction to Business (3 cr.)** - Presents a broad introduction to the functioning of business enterprise within the U.S. economic framework. Introduces economic systems, essential



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elements of business organization, production, human resource management, marketing, finance, and risk management. Develops business vocabulary. Lecture 3 hours per week.

**BUS 116 Entrepreneurship (3 cr.)** - Presents the various steps considered necessary when going into business. Includes areas such as product-service analysis, market research evaluation, setting up books, ways to finance startup, operations of the business, development of business plans, buyouts versus starting from scratch, and franchising. Uses problems and cases to demonstrate implementation of these techniques. Lecture 3 hours per week.

**BUS 200 Principles of Management (3 cr.)** - Teaches management and the management functions of planning, organizing, leading and controlling. Focuses on application of management principles to realistic situations managers encounter as they attempt to achieve organizational objectives. Lecture 3 hours per week.

**BUS 201 Organizational Behavior (3 cr.)** - Presents a behaviorally-oriented course combining the functions of management with the psychology of leading and managing people. Focuses on the effective use of human resources through understanding human motivation and behavior patterns, conflict management and resolution, group functioning and process, the psychology of decision-making, and the importance of recognizing and managing change. Lecture 3 hours per week.

**BUS 205 Human Resource Management (3 cr.)** - Introduces employment, selection, and placement of personnel, forecasting, job analysis, job descriptions, training methods and programs, employee evaluation systems, compensation, benefits, and labor relations. Lecture 3 hours per week.

**BUS 216 Probability and Statistics for Business and Economics (3 cr.)** - Introduces methods of probability assessment and statistical inference. Includes data collection and presentation; descriptive statistics; basic probability concepts; discrete and continuous probability distributions; decision theory; sampling and estimation; and hypothesis testing. Emphasizes business and economic applications. Utilizes computer software as a tool for problem solving. Lecture 3 hours per week.

**BUS 236 Communication in Management (3 cr.)** - Introduces the functions of communication in management with emphasis on gathering, organizing, and transmitting facts and ideas. Teaches the basic techniques of effective oral and written communication. Lecture 3 hours per week.

**BUS 241 Business Law I (3 cr.)** - Develops a basic understanding of the U.S. business legal environment. Introduces property and contract law, agency and partnership liability, and government regulatory law. Students will be able to apply these legal principles to landlord/tenant disputes, consumer rights issues, employment relationships, and other business transactions. Lecture 3 hours per week.

**BUS 242 Business Law II (3 cr.)** - Focuses on business organization and dissolution, bankruptcy and Uniform Commercial Code. Introduces international law and emerging fields of e-commerce and Internet law. Lecture 3 hours per week.

**BUS 290 Coordinated Internship (3 cr.)** - Supervises on-the-job training in selected business, industrial or service firms coordinated by the college. Credit/practice ratio not to exceed 1:5 hours. May be repeated for credit. Laboratory 9 hours per week.

**BUS 297 - Cooperative Education** - Supervises in on-the-job training for pay in approved business, industrial and service firms, coordinated by the college's cooperative education office. Is applicable to all occupational- technical curricula at the discretion of the college. Credit/work ratio not to exceed 1:5 hours. May be repeated for credit. Variable hours. 1-6 credits

## Chemistry (CHM)

**CHM 01 Chemistry I (4 cr.)** Co-requisite of Algebra I or equivalent. Presents basic inorganic and organic principles to students with little or no chemistry background. Can be taken in subsequent semesters as necessary until course objectives are completed. Lecture 4 hours per week.

**CHM 101-102 General Chemistry I-II (4 cr.) (4 cr.)** - Emphasizes experimental and theoretical aspects of inorganic, organic, and biological chemistry. Discusses general chemistry concepts as they apply to issues within our society and environment. Designed for the non-science major. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

**CHM 111-112 College Chemistry I-II (4 cr.) (4 cr.)** - Prerequisite of Algebra I or equivalent. Explores the fundamental laws, theories, and mathematical concepts of chemistry. Designed primarily for science and engineering majors. Requires a strong background in mathematics. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

**CHM 241-242 Organic Chemistry I-II (3 cr.) (3 cr.)** - Introduces fundamental chemistry of carbon compounds, including structures, physical properties, syntheses and typical reactions. Emphasizes reaction mechanisms. Prerequisite of CHM 111 and co-requisite of CHM 112 for CHM 241. Prerequisite of CHM 111 and 112 for CHM 242. Co-requisite CHM 243-244 or CHM 245-246. Lecture 3 hours per week.

**CHM 243-244 Organic Chemistry Laboratory I-II (1 cr.) (1 cr.)** - Is taken concurrently with CHM 241 and CHM 242. Part I of II. Prerequisite of CHM 111 and co-requisite of CHM 112 for CHM 243. Prerequisite of CHM 111 and 112 for CHM 244. Co-requisite CHM 112. Laboratory 3 hours per week.

**CHM 260 - Introductory Biochemistry (3 cr.)** - Explores fundamentals of biological chemistry. Includes study of macromolecules, metabolic pathways, and biochemical genetics. Prerequisite CHM 112 or divisional approval. Lecture 3 hours per week.

## Childhood Development (CHD)

**CHD 120 - Introduction to Early Childhood Education (3 cr.)** - Introduces early childhood development through activities and experiences in early childhood, pre-kindergarten, kindergarten, and primary programs. Investigates classroom organization and



procedures, and use of classroom time and materials, approaches to education for young children, professionalism, and curricular procedures. Functional literacy in the English language; reading at the 12th grade level..Lecture 3 hours per week.

**CHD 165 - Observation and Participation in Early Childhood/Primary Settings** (3 cr.) - Focuses on observation as the primary method for gathering information about children in early childhood settings. Emphasizes development of skills in the implementation of a range of observation techniques. Functional literacy in the English language; reading at the 12th grade level. May be taken again for credit. One hour seminar, 4 hours field placement. Total 5 hours per week.

## Computer Science (CSC)

**CSC 155 - Computer Concepts and Applications** (3 cr.) Introduces basic hardware and software concepts of computer usage and the computer's impact on society. Includes applications of various types of software to illustrate how computers are used in sciences, social sciences, humanities, and education. Covers the use of an operating system, word processing, spreadsheets, e-mail, library access, database access and retrieval, and the Internet. Lecture 3 hours per week.

**CSC 200 Introduction to Computer Science** (4 cr.) - Provides broad introduction to computer science. Discusses architecture and function of computer hardware, including networks and operating systems, data and instruction representation and data organization. Covers software, algorithms, programming languages and software engineering. Discusses artificial intelligence and theory of computation. Includes a hand-on component. Lecture 4 hours per week.

**CSC 201 - Computer Science** (4 cr.) - Introduces algorithm and problem solving methods. Emphasizes structured programming concepts, elementary data structures and the study and use of a high level programming language. Corequisite CSC 100 or equivalent and MTH 173 or equivalent or divisional approval. Lecture 4 hours per week.

**CSC 202 - Computer Science II** (4 cr.) - Examines data structures and algorithm analysis. Covers data structures (including sets, strings, stacks, queues, arrays, records, files, linked lists, and trees), abstract data types, algorithm analysis (including searching and sorting methods), and file structures. Prerequisite CSC 201. Corequisite MTH 174 or equivalent or divisional approval. Lecture 4 hours per week.

## Communication Studies/Theatre (CST)

**CST 100 - Principles of Public Speaking** (3 cr.) -Applies theory and principles of public address with emphasis on preparation and delivery.Lecture 3 hour per week.

**CST 110 Introduction to Communication** (3 cr.) - Examines the elements affecting speech communication at the individual, small group, and public communication levels with emphasis on practice of communication at each level. Lecture 3 hours per week.

**CST 111 Voice and Diction I** (3 cr.) -Enables students to improve pronunciation, articulation, and voice quality. Emphasis will be on reading for broadcasting performances and oral interpretation Part I of II. Lecture 3 hours per week.

**CST 126 - Interpersonal Communication** (3 cr.) -Teaches interpersonal communication skills for both daily living and the world of work. Includes perception, self- concept, self-disclosure, listening and feedback, nonverbal communication, attitudes, assertiveness and other interpersonal skills. Lecture 3 hours per week.

**CST 130 Introduction to the Theatre** (3 cr.) - Surveys the principles of drama, the development of theatre production, and selected plays to acquaint the student with various types of theatrical presentations. Lecture 3 hours per week.

**CST 131-132 Acting I-II** (3 cr.) (3 cr.) - Develops personal resources and explores performance skills through such activities as theater games, role playing, improvisation, work on basic script units, and performance of scenes. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

**CST 137 - Oral Interpretation** (3 cr.) - Studies the theory and practice of performing various types of literature: prose, poetry, and drama. Emphasizes the relationship among the oral interpreter, the literary work, and the audience.Lecture 3 hours per week.

**CST 151-152 Film Appreciation I-II** (3 cr.) (3 cr.) - - Aims to increase the student's knowledge and enjoyment of film and film criticism through discussion and viewing of movies. Lecture 3 hours per week.

## Dental Assisting (DNA)

**DNA 100 Introduction to Oral Health Professions** (1 cr.) - Provides an introduction to the oral health profession and covers basic terminology, historical perspective, the credentialing process, accreditation, professional organizations, and legal and ethical considerations. Lecture 1 hour per week.

**DNA 103 Introduction to Oral Health** (1 cr.) - Teaches anatomy of the head and neck, the oral cavity, hard and soft tissues, as well as tooth morphology. Includes dental terminology, deciduous and permanent dentition as well as pathology. Lecture 1 hour per week.

**DNA 109 Practical Infection Control** (3 cr.) - Studies principles of management of disease-producing micro-organisms and associated diseases. Emphasis is placed on sterilization, asepsis, and disinfection techniques applicable in the dental office. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

**DNA 110 Dental Materials** (3 cr.) - Studies the materials utilized in the laboratory aspect of dentistry as support in treatment. Emphasis is placed on the characteristics, manipulation, economical control, storage, and delivery of materials. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

**DNA 113 Chairside Assisting I** (3 cr.) - Provides instruction on the principles of clinical chairside dental assisting, dental equipment

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used and maintenance, safety, instrument identification, tray set-ups by procedures, and patient data collection. An emphasis is placed on patient management during restorative procedures. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

**DNA 135 Dental Radiation Safety (2 cr.)** - Studies techniques and devices used for protection from ionizing radiation. Teaches biological effects, cell sensitivity and genetic effects of ionizing radiation. Includes practice of bisection and parallel techniques on manikins. Prepares employed dental staff to meet the Virginia Board of Dentistry's regulations for certification in dental radiation safety hygiene. Lecture 1 hour. Laboratory 3 hours. Total 4 hours per week.

**DNA 190 Externship (3 cr.)** - Exposes students to the fast pace of a dental practice while they perform support services with an established team. Lecture 1 hour. Laboratory 4 hours. Total 5 hours per week.

## Dental Hygiene (DNH)

**DNH 111 Oral Anatomy (2 cr.)** - Studies the morphology and function of the oral structures with emphasis on the primary and permanent dentition, eruption sequence, occlusion, and intra-arch relationships. Lecture 2 hours per week.

**DNH 115 Histology/Head and Neck Anatomy (3 cr.)** - Presents a study of the microscopic and macroscopic anatomy and physiology of the head, neck and oral tissues. Includes embryologic development and histologic components of the head, neck, teeth, and periodontium. Lecture 3 hours per week.

**DNH 120 Management of Emergencies (2 cr.)** - Studies the various medical emergencies and techniques for managing emergencies in the dental setting. Additional practical applications and simulations of emergencies may be conducted to enhance basic knowledge from the one-hour lecture component. Lecture 1 hour per week.

**DNH 130 Oral Radiography for the Dental Hygienist (3 cr.)** - Studies radiation physics, biology, safety, and exposure techniques for intra- and extra-oral radiographic surveys. Laboratory provides practice in exposure, processing methods, mounting, and interpretation of normal findings. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

**DNH 141 Dental Hygiene I (5 cr.)** - Introduces clinical knowledge and skills for the performance of dental hygiene services; basic skill components, lab mannequins, and client practice. Lecture 3 hours Clinic 6 hours. Total 9 hours per week.

**DNH 142 Dental Hygiene II (5 cr.)** - Exposes students to instrument sharpening, time management, and client education techniques and methods. Provides supervised clinical practice in the dental hygiene clinic with emphasis on developing client treatment and instrument skills. Prerequisite [DNH 141](#). Lecture 2 hours. Clinic 9 hours. Total 11 hours per week.

**DNH 143 Dental Hygiene III (4 cr.)** - Introduces dental health care for clients with special needs. Includes introduction to computer

concepts and applications. Provides supervised clinical practice in the dental hygiene clinic with emphasis on refining patient treatment and instrument skills, including oral radiographs. Prerequisite [DNH 142](#). Lecture 2 hours. Clinic 6 hours. Total 8 hours per week.

**DNH 145 General and Oral Pathology (2 cr.)** - Introduces general pathology with consideration of the common diseases affecting the human body. Particular emphasis is given to the study of pathological conditions of the mouth, teeth and their supporting structures. Prerequisite [DNH 115](#). Lecture 2 hours per week.

**DNH 146 Periodontics for the Dental Hygienist (2 cr.)** - Introduces the theoretical and practical study of various concepts and methods used in describing, preventing, and controlling periodontal disease. Presents etiology, microbiology, diagnosis, treatment and prognosis of diseases. Corequisite [BIO 141](#). Lecture 2 hours per week.

**DNH 150 Nutrition (2 cr.)** - Studies nutrition as it relates to dentistry and general health. Emphasizes the principles of nutrition as applied to the clinical practice of dental hygiene. Lecture 2 hours per week.

**DNH 199 Supervised Study (1-5 cr.)** - Assigns problems for independent study incorporating previous instruction and supervised by the instructor. May be repeated for credit. Variable hours.

**DNH 214 Dental Materials (2 cr.)** - Studies the physical and chemical properties of the materials used in dentistry. Laboratory experiences emphasize proper manipulation of materials. Lecture 1 hours. Laboratory 2 hours. Total 3 hours per week.

**DNH 216 Pharmacology (2 cr.)** - Studies the chemical and therapeutic agents used in dentistry, including their preparation, effectiveness, and specific application. Lecture 2 hours per week.

**DNH 226 Public Health Dental Hygiene I (2 cr.)** - Studies and compares concepts of delivery of health care, applying the public health delivery model. Utilizes epidemiologic methods, research and biostatistics as applied oral health program planning, implementation, and evaluation. Incorporates and applies current health issues and trends. Lecture 2 hours per week.

**DNH 227 Public Health Dental Hygiene II (1 cr.)** - Applies concepts of public health program planning through student directed community projects with an emphasis on preventative oral health education. Includes development of table clinics, bulletin boards, and volunteer service in the community. Prerequisite [DNH 226](#). Laboratory 3 hours per week.

**DNH 230 Office Practice and Ethics (1 cr.)** - Studies the principles of dental ethics and economics as they relate to the dental hygienist. The course also includes a study of jurisprudence and office procedures. Lecture 1 hour per week.

**DNH 235 - Management of Dental Pain and Anxiety in the Dental Office (2 cr.)** - Provides a study of anxiety and pain management techniques used in dental care. Students will understand the necessary theory to appropriately treat, plan and successfully

oxygen analgesia. Includes the components of pain, pain control mechanisms, topical anesthesia, local anesthesia and nitrous oxide/oxygen analgesia. Prerequisites: [DNH 115](#), [DNH 120](#) and [DNH 216](#). Lecture 1 hour. Laboratory 2 hours. Total 3 hours per week.

**DNH 244 Dental Hygiene IV (5 cr.)** - Introduces advanced skills and the dental hygienists role in dental specialties. Includes supervised clinical practice in the dental clinic and/or off-campus clinical rotations at various community facilities. Emphasizes treatment of clients demonstrating periodontal involvement, stressing application and correlation of knowledge and skills from previous semesters. Prerequisite [DNH 143](#). Lecture 1 hour. Clinic 12 hours. Total 13 hours per week.

**DNH 245 Dental Hygiene V (5 cr.)** - Includes supervised clinical practice in the dental hygiene clinic and/or off-campus clinical rotations at various community facilities. Emphasis is placed on synthesis of knowledge from previous semesters, treatment of clients with moderate to advanced periodontal involvement and improving clinical speed while maintaining quality in preparation for practice. Prerequisite [DNH 244](#). Lecture 1 hour. Clinic 12 hours. Total 13 hours per week.

## Drafting (DRF)

**DRF 111 Technical Drafting I (2 cr.)** - Introduces technical drafting from the fundamentals through advanced drafting practices. Teaches lettering, geometric construction, technical sketching, orthographic projection, sections, intersections, development, fasteners, theory and applications of dimensioning and tolerances. Includes pictorial drawing, and preparation of working and detailed drawings. Lecture 1 hour. Laboratory 3 hours. Total 4 hours per week.

**DRF 162 Blueprint Reading II (2 cr.)** - Emphasizes industrial prints, auxiliary views, pictorial drawings, simplified drafting procedures, production drawing, operation sheets, tool drawing, assembly drawings, and detailed prints. Prerequisite [DRF 111](#) or [DRF 161](#). Lecture 1 hour. Laboratory 3 hours. Total 4 hours per week.

**DRF 231 Computer-Aided Drafting I (3 cr.)** - Teaches computer-aided drafting concepts and equipment designed to develop a general understanding of components and operate a typical CAD system. Prerequisite [DRF 111](#) or divisional approval. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

**DRF 232 Computer-Aided Drafting II (3 cr.)** - Teaches advanced operation in computer-aided drafting. Prerequisite [DRF 231](#). Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

**DRF 238 Computer Aided Modeling and Rendering I (3 cr.)** - Focuses on training students in the contemporary techniques of 3D modeling, rendering, and animation on the personal computer. Introduces the principles of visualization, sometimes known as photo-realism, which enables the student to create presentation drawings for both architectural and industrial product design. Uses computer animation to produce walk-throughs that will bring the third dimension to architectural designs. Part I of II. Lecture 1-2

hours. Laboratory 0-2 hours. Total 2-4 hours per week.

## Economics (ECO)

**ECO 120 Survey of Economics (3 cr.)** - Presents a broad overview of economic theory, history, development, and application. Introduces terms, definitions, policies, and philosophies of market economies. Provides some comparison with other economic systems. Includes some degree of exposure to microeconomic and macroeconomic concepts. Lecture 3 hours per week.

**ECO 201 Principles of Macroeconomics (3 cr.)** - Introduces macroeconomics including the study of Keynesian, classical, monetarist principles and theories, the study of national economic growth, inflation, recession, unemployment, financial markets, money and banking, the role of government spending and taxation, along with international trade and investments. Lecture 3 hours per week.

**ECO 202 Principles of Microeconomics (3 cr.)** - Introduces the basic concepts of microeconomics. Explores the free market concepts with coverage of economic models and graphs, scarcity and choices, supply and demand, elasticities, marginal benefits and costs, profits, and production and distribution. Lecture 3 hours per week.

## Education (EDU)

**EDU 200 Introduction to Teaching as a Profession (3 cr.)** - Provides an orientation to the teaching profession in Virginia, including historical perspectives, current issues, and future trends in education on the national and state levels. Emphasizes information about teacher licensure examinations, steps to certification, teacher preparation and induction programs, and attention to critical shortage areas in Virginia. Includes supervised field placement (recommended: 40 clock hours) in a K-12 school. Prerequisite: Successful completion of 24 credits of transfer courses. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week. Fall only.

**EDU 235 Health, Safety, and Nutrition Education (3 cr.)** - Focuses on the physical needs of children and explores strategies to meet these needs. Emphasizes positive health routines, hygiene, nutrition, feeding and clothing habits, childhood diseases, and safety. Places emphasis on the development of good habits and concerns in food and nutrition. Describes symptoms and reporting procedures for child abuse. Variable lecture/laboratory hours per week.

**EDU 270 Introduction to Autism Spectrum Disorders (3 cr.)** - Explores the nature of autism and related developmental disorders. Details and discusses current evaluation and assessment measures in ASD. Discusses current intervention strategies and their implementation in the school setting. Part I of III. Lecture 3 hours per week.

**EDU 280 Technology Standards for Teachers (3 cr.)** - Provides K-12 classroom teachers with the knowledge and skills needed to fulfill the Commonwealth of Virginia's Technology Standards for Instructional Personnel. Certification is dependent on the



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supervisor's or employer's approval. Prerequisite ITE 115 or instructor approval. Lecture 3 hours per week.

### Engineering (EGR)

**EGR 120 Introduction to Engineering** (1 cr.) - Introduces the engineering profession, professional concepts, ethics, and responsibility. Reviews hand calculators, number systems, and unit conversions. Introduces the personal computer and operating systems. Includes engineering problem solving techniques using computer software. Lecture 1 hours. Laboratory 0 hours. Total 1 hour per week.

**EGR 140 Engineering Mechanics—Statics** (3 cr.) -Introduces mechanics of vector forces and space, scalar mass and time, including S.I. and U.S. customary units. Teaches equilibrium, free-body diagrams, moments, couples, distributed forces, centroids, moments of inertia analysis of two- force and multi-force members and friction and internal forces.Lecture 3 hours per week.

**EGR 245 Engineering Mechanics - Dynamics** (3 cr.) - Presents approach to kinematics of particles in linear and curvilinear motion. Includes kinematics of rigid bodies in plane motion. Teaches Newton's second law, work-energy and power, impulse and momentum, and problem solving using computers. Lecture 3 hours per week.

**EGR 246 Mechanics of Materials** (3 cr.) - Teaches concepts of stress, strain, deformation, internal equilibrium, and basic properties of engineering materials. Analyses axial loads, torsion, bending, shear and combines loading. Studies stress transformation and principle stresses, column analysis and energy principles. Prerequisite: EGR 140. Lecture 3 hours per week.

### Electrical Technology (ELE)

**ELE 99 Supervised Studies in Electricity** (3 cr.) - Assigns problems for independent study incorporating previous instruction and supervised by the instructor. Variable hours.

**ELE 100 Electrical-Electronic Skills & Concepts** (4 cr.) – Teaches skills and concepts of safety, hand & power tools, EMF, assembly and disassembly methods, basic electrical devices and instruments. Provides opportunities for hands-on skills. Reviews theoretical concepts related to basic electricity. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

**ELE 110 Home Electric Power** (3 cr.) - Covers the fundamentals of residential power distribution, circuits, panels, fuse boxes, breakers, transformers. Includes study of the national electrical code, purpose and interpretation. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

**ELE 115 Basic Electricity** (3 cr.) - Covers basic circuits and theory of fundamental concepts of electricity. Presents a practical approach to discussion of components and devices. Prerequisite: MTH 02 or equivalent. Lecture 3 hours per week.

**ELE 127 Residential Wiring Methods** (3 cr.) - Studies wiring methods and standards used for residential dwellings. Provides

practical experience in design, layout, construction, and testing of residential wiring systems by use of scaled mock-ups. Lecture 1-2 hour. Laboratory 2-3 hours. Total 4-5 hours per week.

**ELE 135 National Electrical Code - Residential** (4 cr.) - Studies purposes and interpretations of the National Electrical Code that deals with single and multi-family dwellings, including state and local regulations. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

**ELE 151 Electrical Troubleshooting** (3 cr.) - Teaches troubleshooting as applied to residential wiring and/or electrical appliances. Lecture 2-3 hours. Laboratory 3 hours. Total 5-6 hours per week.

**ELE 173 Commercial Wiring Methods** (3 cr.) - Covers electrical wiring methods and standards used for commercial buildings and provides a comprehensive study of the National Electrical Code that deals with commercial wiring installations including state and local regulations. Includes building wiring as well as the wiring of electrical equipment and appliances in a commercial environment. Prerequisite ENG 05. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

### Emergency Medical Technician (EMS)

**EMS 101 EMS First Responder** (3 cr.) - Provides education in the provision of emergency medical care for persons such as Police, non-EMS Fire personnel, industrial personnel and the general public who are likely to be the first medically trained personnel on the scene of an injury or illness. Meets current Virginia Office of Emergency Medical Services curriculum for First Responder. Equivalent to HLT 119. Lecture: 3 hours. Total 3 hours per week.

**EMS 102 EMS First Responder Refresher** (1 cr.) - Provides 18 clock hours of instruction to meet Virginia Office of EMS requirements for recertification at the First Responder Level. Lecture: 1 hour. Total 1 hour per week.

**EMS 111 Emergency Medical Technician-Basic** (6 cr.) - Prepares student for certification as a Virginia and National Registry EMT-Basic. Includes all aspects of pre-hospital basic life support as defined by the Virginia Office of Emergency Medical Services curriculum for Emergency Medicine Technician Basic. Co-requisite: EMS 120. Prerequisite: CPR certification at the Health Care Provider level. Lecture: 4 hours. Lab: 4 hours. Total 8 hours per week.

**EMS 112-113 Emergency Medical Technician-Basic I and II** (3cr.) (3 cr.) - Prepares student for certification as a Virginia and/or National Registry EMT-Basic. Includes all aspects of pre-hospital basic life support as defined by the Virginia office of Emergency Medical Services curriculum for Emergency Medicine Technician Basic. Co-requisite to EMS 120. Prerequisite: CPR certification at the Health Care Provider level. Lecture: 2 hours. Lab: 2 hours. Total 4 hours per week.



**EMS 115 Emergency Medical Technician-Basic Refresher (2 cr.)** - Provides 36 clock hours of instruction to meet Virginia Office of EMS requirements for recertification at the EMT-Basic level. Lecture 2 hours per week.

**EMS 120 Emergency Medical Technician-Basic Clinical (1 cr.)** - Observes in a program approved clinical/field setting. Includes topics for both EMS 111 and EMS 113, dependant upon the program in which the student is participating and is a co-requisite to both EMS 111 and EMS 113. Lecture 1 hour per week.

**EMS 151 Introduction to Advanced Life Support (4 cr.)** - Prepares the student for Virginia Enhanced certification eligibility and begins the sequence for National Registry Intermediate and/or Paramedic certification. Includes the theory and application of the following: foundations, human systems, pharmacology, overview of shock, venous access, airway management, patient assessment, respiratory emergencies, allergic reaction, and assessment based management. Conforms at a minimum to the Virginia Office of Emergency Medical Services curriculum. Co-requisite: EMS 170. Lecture 3 hours. Laboratory 2 hours. Total 5 hours per week.

**EMS 153 Basic ECG Recognition (2 cr.)** - Focuses on the interpretation of basic electrocardiograms (ECG) and their significance. Includes an overview of anatomy and physiology of the cardiovascular system including structure, function and electrical conduction in the heart. Covers advanced concepts that build on the knowledge and skills of basic dysrhythmia determination and introduction to 12 lead ECG. Lecture 2 Hours Per Week. Total 2 hours per week.

**EMS 155 ALS – Medical Care (4 cr.)** - Continues the Virginia Office of Emergency Medical Services Intermediate and /or Paramedic curricula. Includes ALS pharmacology, drug and fluid administration with emphasis on patient assessment, differential diagnosis and management of multiple medical complaints. These include, but are not limited to conditions relating to cardiac, diabetic, neurological, non-traumatic abdominal pain, environmental, behavioral, gynecology, and toxicological disease conditions. Prerequisites include current EMT-B certification, EMS 151 and EMS 153. Lecture 3 hours per week. Lab: 2 hours per week. Total 5 hours per week.

**EMS 157 ALS – Trauma Care (3 cr.)** - Continues the Virginia Office of Emergency Medical Services Intermediate and/or Paramedic curricula. Utilizes techniques which will allow the student to utilize the assessment findings to formulate a field impression and implement the treatment plan for the trauma patient. Prerequisites: Current EMT-B certification and EMS 151. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

**EMS 159 ALS – Special Populations (2 cr.)** - Continues the Virginia Office of Emergency Medical Services Intermediate and/or Paramedic curricula. Focuses on the assessment and management of specialty patients including obstetrical, neonates, pediatric, and geriatrics. Prerequisites include EMS 151 and EMS 153. Pre or corequisites include EMS 155. Lecture: 1 hour per week. Lab: 2 hours per week. Total 3 hours per week.

**EMS 161 Basic Trauma Life Support (BTLS) (1 cr.)** - Offers instruction for students in current topics of care for trauma patients and offers certification as a Basic Trauma Life Support Provider (BTLS) as defined by the American College of Emergency Physicians. Prerequisites: Current certification/ licensure as an EMS provider or other allied healthcare provider. Lecture: 1 hour per week. Total 16 hours.

**EMS 162 Pediatric Basic Trauma Life Support (PBTLS) (1 cr.)** - Offers instruction for students in current topics of care for trauma patients and offers certification as a Pediatric Basic Trauma Life Support Provider (PBTLS) as defined by the American College of Emergency Physicians. Prerequisites: Current certification/ licensure as an EMS provider or other allied healthcare provider. Lecture: 1 hour per week. Total 16 hours.

**EMS 163 Prehospital Trauma Life Support (PHTLS) (1 cr.)** - Prepares for certification as an Prehospital Trauma Life Support provider as defined by the American College of Surgeons. Prerequisites: Current certification/licensure as an EMS provider or other allied healthcare provider. Lecture: 1 hour. Total 1 hour.

**EMS 165 Advanced Cardiac Life Support (ACLS) (1 cr.)** - Prepares for certification as an Advanced Cardiac Life Support Provider. Follows course as defined by the American Heart Association. Prerequisites: EMS 100, 153 or equivalent. Lecture: 1 hour. Total 1 hour.

**EMS 167 Neonatal Resuscitation Program (NRP) (1 cr.)** - Provides the student information in current topics in the care of newborn patients to current AAP/American Heart Association-Neonatal Resuscitation Program guidelines. Prerequisite-Current certification/ licensure as an advanced EMS provider or other allied healthcare provider. Lecture: 1 hour. Total 1 hour.

**EMS 168 Emergency Pediatric Care (PEPP) (1 cr.)** - Prepares the student for certification as a prehospital pediatric care provider as defined by the American Academy of Pediatrics. Covers primary assessment and emergency care of infants and children. Lecture: 1 hour per week. Total 1 hour per week.

**EMS 170 ALS Internship I (1 cr.)** - Begins the first in a series of clinical experiences providing supervised direct patient contact in appropriate patient care facilities in and out of hospitals. Includes but not limited to patient care units such as the Emergency Department, Critical Care units, Pediatric, Labor and Delivery, Operating Room, Trauma centers and various advanced life support units. Laboratory 3-6 hours per week.

**EMS 172 ALS Clinical Internship II (1-2 cr.)** - Continues with the second in a series of clinical experiences providing supervised direct patient contact in appropriate patient care facilities in and out of hospitals. Includes but not limited to patient care units such as the Emergency Department, Critical Care units, Pediatric, Labor and Delivery, Operating Room and Trauma Centers. Co-requisite: EMS 151. Laboratory 3-6 hours per week.

**EMS 173 ALS Field Internship I (1 cr.)** - Continues with the second in a series of field experiences providing supervised

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direct patient care in out-of-hospital advanced life support units. Laboratory 3 hours per week.

**EMS 201 EMS Professional Development (2 cr.)** - Prepares students for Paramedic certification at the National Registry Level by fulfilling community activism, personal wellness, resource management, ethical considerations in leadership and research objectives in the Virginia Office of Emergency Medical Services Paramedic curriculum. Lecture: 2 hours per week. Total 2 hours per week.

**EMS 205 Advanced Pathophysiology (3 cr.)** - Focuses on the pathological processes of disease with emphasis on the anatomical and physiological alterations of the human body by systems. Includes diagnosis and management appropriate to the advanced health care provider in and out of the hospital environment. Lecture: 3 hours per week. Total 3 hours per week.

**EMS 207 Advanced Patient Assessment (3 cr.)** - Focuses on the principles of normal and abnormal physical exam. Emphasizes the analysis and interpretation of physiological data to assist in patient assessment and management. Applies principles during the assessment and management of trauma, medical, and specialty patients in laboratory environment. Lecture: 2 hours per week. Lab: 2 hours per week. Total 4 hours per week.

**EMS 209 Advanced Pharmacology (4 cr.)** - Focuses on the principles of pharmacokinetics, pharmacodynamics and drug administration. Includes drug legislation, techniques of medication administration, and principles of math calculations. Emphasizes drugs used to manage respiratory, cardiac, neurological, gastrointestinal, fluid and electrolyte and endocrine disorders and includes classification, mechanism of action, indications, contraindications, precautions, and patient education. Incorporates principles related to substance abuse and hazardous materials. Applies principles during the assessment and management of trauma, medical, and specialty patients in laboratory environment. Lecture: 3 hours per week. Lab: 2 hours per week. Total 5 hours per week.

**EMS 211 Operations (2 cr.)** - Prepares the student in the theory and application of the following: medical incident command, rescue awareness and operations, hazardous materials incidents, and crime scene awareness. (Conforms to the current Virginia Office of Emergency Medical Services curriculum for EMT-Paramedics.) Lecture: 1 hour per week. Lab: 2 hours per week. Total 3 hours per week.

**EMS 213 ALS Skills Development (1-2 cr.)** - Utilizes reinforcement and remediation of additional advanced life support skills, as needed. Laboratory 2-4 hours per week.

**EMS 215 Paramedic Review (1-2 cr.)** - Reviews material covered in the intermediate/paramedic program. Prepares the student for National Registry testing. Lecture 1 hour per week.

**EMS 240 ALS Internship I (1 cr.)** - Continues clinical and/or field experiences providing supervised direct patient contact in appropriate patient care facilities in and out of hospitals. Includes,

but not limited to patient care units such as the Emergency Department, Critical Care units, Pediatric, Labor and Delivery, Operating Room, Trauma Centers and various advanced life support units. Laboratory 3 hours per week.

**EMS 242 ALS Clinical Internship III (1 cr.)** - Continues with the third in a series of clinical experiences providing supervised direct patient contact in appropriate patient care facilities in-and-out of hospitals. Includes, but not limited to patient care units such as the Emergency Department, Critical Care units, Pediatric, Labor and Delivery, Operating Room, Trauma Centers and various advanced life support units. Laboratory 3-6 hours per week.

**EMS 243 ALS Field Internship II (1 cr.)** - Continues with the third in a series of field experiences providing supervised direct patient care in out-of-hospital advanced life support units. Laboratory 3-6 hours per week.

**EMS 244 ALS Clinical Internship IV (1 cr.)** - The fourth in a series of clinical experiences providing direct patient contact in appropriate patient care facilities in-and-out of hospitals. Includes, but not limited to patient care units such as the Emergency Department, Critical Care units, Pediatric, Labor and Delivery, Operating Room and Trauma Centers. May be repeated as necessary. Laboratory 3-6 hours per week.

**EMS 245 ALS Field Internship III (1 cr.)** - Continues with the fourth in a series of field experiences providing supervised direct patient care in out-of-hospital advanced life support units. May be repeated as necessary. Laboratory 3-6 hours per week.

**EMS 251 ALS Required Topics (3 cr.)** - Reviews material covered in the ALS programs. Covers all category 1 content required for Advanced Life Support recertification. Lab: 3 hours per week. Total 3 hours per week.

**EMS 253 ALS Refresher – 72 hours (4 cr.)** - Reviews material covered in the ALS programs. Meets all required criteria for recertification eligibility. Lecture: 3 hours per week. Lab: 2 hours per week. Total 5 hours per week.

**EMS 255 Concepts in Critical Care (5 cr.)** - Prepares the paramedic or RN to become a critical care specialist, capable of managing the care of a critical care patient both in a hospital setting or during a high risk inter-facility transfer. Includes advanced concepts that build on the knowledge and skills of the paramedic and/or nursing curricula, as well as topics needed to trouble shoot complex monitoring devices and equipment. Topics include anatomy and physiology based clinical assessment, advanced airway management to include mechanical ventilators, diagnostics data interpretation, bedside hemodynamic monitoring, 12 lead EKG interpretation and hemodialysis care. Lecture: 4 hours. Lab: 2 hours. Total 6 hours per week.

**EMS 261 EMS Leadership and Supervision I (3 cr.)** - Discusses EMS system design, components, and funding sources. Presents leadership and supervision topics for first level EMS managers including planning, decision making, interpersonal communications, time and stress management, critical incident

debriefing. Prerequisites: Placement into ENG 111 or with permission of the instructor. Lecture: 3 hours per week.

**EMS 262 EMS Leadership and Supervision II (3 cr.)** - Explores EMS leadership and supervision topics including performance evaluation, health and safety regulations, current legal-medical issues, concepts of public education, recruiting and attrition procedures. Also introduces multiple casualty incident management. Prerequisites: Placement into ENG 111 or with permission of the instructor. Lecture: 3 hours per week.

**EMS 263 EMS Instructor Training (3 cr.)** - Develops skills in instructional design, delivery and evaluation. Includes: principles of adult learning and student learning styles; development of instructional objectives; preparation of lesson plans, preparation and use of instructional aids, class participation techniques, practical skill instruction, providing student feedback and evaluating performance. Lecture: 3 hours per week.

## Energy (ENE)

**ENE 99 Supervised Study in Alternative Energy (2 cr.)** - Assigns problems for independent study incorporating previous instruction and supervised by the instructor. Lecture 1 hour per week. Laboratory 3 hours per week. Total 4 hours per week.

**ENE 100 Conventional and Alternate Energy Applications (4 cr.)** - Provides an overview of hydroelectric, coal, and nuclear energy production methods and renewable solar, geothermal, wind, and fuel cell technology. A complete system breakdown of conventional power production methods, efficiency, and sustainability when compared with solar, geothermal, wind, and fuel cell applications. Lecture 3 hours per week. Laboratory 3 hours per week. Total 6 hours per week.

**ENE 105 Solar Thermal Active and Passive Technology (4 cr.)** - Provides a comprehensive study of thermal technology as it applies to collector types and ratings, open-loop versus closed-loop and system sizing. The course introduces hydronics, hot water, and pool heating applications. Provides an introduction to fluid dynamics and chemistry as it applies to system installation and maintenance. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

**ENE 110 Solar Power Installations (4 cr.)** - Covers wiring, control, conversion, and ties to established power systems. The course studies the use of invertors, batteries, and charging systems. Prerequisite: ELE 157 or equivalent. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

**ENE 120 Solar Power-Photovoltaic and Thermal Technology (4 cr.)** - Studies the production and conversion of electrical energy from modular to grid power systems. Course covers the storage of energy, thermal solar capture, and storage for residential and commercial applications. Covers energy conversion and storage equipment based on size and efficiency. Prerequisite: ELE 157 or equivalent. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

**ENE 199 Supervised Study in Alternative Energy (4 cr.)** - Assigns

problems for independent study incorporating previous instruction and supervised by the instructor. May be repeated for credit. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

## English (ENG)

**ENF 1 - Preparing for College English I (8 cr.)** - Provides integrated reading and writing instruction for students who require extensive preparation to succeed in college-level English courses. Students will place into this course based on placement test score. Upon successful completion and faculty recommendation, students will move into Preparing for College English III (if they require additional preparation) or into college-level English (if they require no additional preparation). Credit is not applicable toward graduation. Lecture 8 hours per week. Credits 8, Lecture 8, Contact Hours. Qualifying placement test score. 8 credits.

**ENF 2 - Preparing for College English II (4 cr.)** -- Provides integrated reading and writing instruction for students who require intermediate preparation to succeed in college-level English courses. Students will place into this course based on placement test score. Upon successful completion and faculty recommendation, students will move into Preparing for College Level III (if they require additional preparation) or into college-level English (if they require no additional preparation). Credit is not applicable toward graduation. 4 Credits, 4 Lecture, 4 Contact Hours Qualifying placement test score. 4 credits

**ENF 3 - Preparing for College English III (2 cr.)** - Provides integrated reading and writing instruction for students who require minimal preparation for college-level English but still need some preparation to succeed. Students in this course will be co-enrolled in college-level English. Students will place into this course based on placement test score. Credit is not applicable toward graduation. Credits 2, Lecture 2, Contact Hours 2. Qualifying placement score. Co-Enrollment in a college-level English course. 2 credits

**ENG 100 Basic Occupational Communication (3 cr.)** - Develops ability to communicate in occupational situations. Involves writing, reading, speaking, and listening. Builds practical skills such as handling customer complaints, writing various types of letters, and preparing for a job interview. (Intended for certificate and diploma students.) Lecture 3 hours per week.

**ENG 111 College Composition I (3 cr.)** - Satisfactory scores on appropriate placement examination or satisfactory completion of appropriate English developmental courses. Introduces students to critical thinking and the fundamentals of academic writing. through the writing process, students refine topics; develop and support ideas; investigate, evaluate, and incorporate appropriate resources; edit for effective style and usage; and determine appropriate approaches for a variety of contexts, audiences, and purposes. Writing activities will include exposition and argumentation with at least one researched essay. Lecture 3 hours per week.

**ENG 112 College Composition II (3 cr.)** - Continues to develop college writing with increased emphasis on critical essays, argumentation, and research, developing these competencies



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through the examination of a range of texts about the human experience. Requires students to locate, evaluate, integrate, and document sources and effectively edit for style and usage. Prerequisite: Students must successfully complete [ENG 111](#) or its equivalent, and must be able to use word processing software. Lecture 3 hours per week.

**ENG 115 Technical Writing (3 cr.)** - Satisfactory scores on appropriate placement examination or satisfactory completion of appropriate English developmental courses. Develops ability in technical writing through extensive practice in composing technical reports and other documents. Guides students in achieving voice, tone, style, and content in formatting, editing, and graphics. Introduces students to technical discourse through selected reading. Lecture 3 hours per week.

**ENG 121-122 Introduction to Journalism I-II (3 cr.) (3 cr.)** - Satisfactory scores on appropriate placement examination or satisfactory completion of appropriate English developmental courses. Introduces students to all news media, especially news gathering and preparation for print. Prerequisites [ENG 111](#) or [112](#) or divisional approval. Lecture 3 hours per week.

**ENG 137 Communication Processes I (3 cr.)** - Satisfactory scores on appropriate placement examination or satisfactory completion of appropriate English developmental courses. Covers content, form, and procedures for research writings, which may include reports, articles, summaries, and correspondence. Stresses editing, proofreading skills, sentence structure, and paragraph development. Offers instruction and practice in oral communication skills. May use reading selections for discussions and writing assignments. Lecture 3 hours per week.

**ENG 150 Children's Literature (3 cr.)** - Satisfactory scores on appropriate placement examination or satisfactory completion of appropriate English developmental courses. Surveys the history of children's literature, considers learning theory and developmental factors influencing reading interests, and uses bibliographic tools in selecting books and materials for recreational interests and educational needs of children. Lecture 3 hours per week.

**ENG 215-216 Creative Writing Fiction I-II (3 cr.) (3 cr.)** - Introduces the fundamentals and techniques of writing short and long fiction. Lecture 3 hours per week.

**ENG 217-218 Creative Writing - Poetry I-II (3 cr.) (3 cr.)** - Introduces the fundamentals and techniques of writing poetry. Lecture 3 hours per week.

**ENG 241-242 Survey of American Literature I-II (3 cr.) (3 cr.)** - Examines American literary works from colonial times to the present, emphasizing the ideas and characteristics of our national literature. Involves critical reading and writing. May be taken out of sequence. Prerequisite [ENG 112](#) or divisional approval. Lecture 3 hours per week.

**ENG 243-244 Survey of English Literature I-II (3 cr.) (3 cr.)** - Studies major English works from the Anglo-Saxon period to the present, emphasizing ideas and characteristics of the British literary

tradition. Involves critical reading and writing. May be taken out of sequence. Prerequisite [ENG 112](#) or divisional approval. Lecture 3 hours per week.

**ENG 251-252 Survey of World Literature I (3 cr.) (3 cr.)** - Examines major works of world literature. Involves critical reading and writing. Prerequisite: [ENG 112](#) or divisional approval. Lecture 3 hours per week.

**ENG 256 Literature of Science Fiction (3 cr.)** - Examines the literary and social aspects of science fiction, emphasizing development of ideas and techniques through the history of the genre. Involves critical reading and writing. Prerequisite: [ENG 112](#) or divisional approval. Part I of II. Lecture 3 hours per week.

**ENG 273-274 Women in Literature I-II (3 cr.) (3 cr.)** - Examines literature by and about women. Involves critical reading and writing. Covers significant women in American literature from the Puritans to the Moderns. Prerequisite [ENG 112](#) or divisional approval. Lecture 3 hours per week.

## Environmental Science (ENV)

**ENV 40 Basic Certification Preparation - Wastewater (1 cr.)** - Reviews materials which are normally associated with the Wastewater Treatment Plant Operators Class IV and Class III level certification examinations. Utilizes lecture, audiovisual, and workshop sessions to review required materials and to prepare the trainee to complete the wastewater operator examinations. Prerequisite divisional approval. Laboratory 2 hours per week.

**ENV 47 Basic Certification Preparation - Water (1 cr.)** - Reviews materials which are normally associated with the Water Treatment Plant Operator's Class IV or Class III level certification examinations. Utilizes lecture, audiovisual, and workshop sessions to review the required materials and to prepare the trainee to successfully complete the water operator examinations. Prerequisite divisional approval. Laboratory 2 hours per week.

**ENV 146 Advanced Certification Preparation Wastewater (1 cr.)** - Reviews the materials associated with the Wastewater Treatment Plant Operators Class II or Class I level certification examinations. Consists of lecture, audiovisual, and workshop sessions to review the required material and to prepare the trainee to complete the wastewater operator's examination. Prerequisite divisional approval. Laboratory 2 hours per week.

**ENV 147 Advanced Certification Preparation - Water (1 cr.)** - The advanced certification examination program is a workshop to review the additional materials associated with Water Treatment Plant Operator Class II or Class I level certification examinations. The program consists of lecture, audio-visual, and workshop sessions to review the required material and to prepare the trainee to complete the water operators examination. Prerequisite divisional approval. Laboratory 2 hours per week.

**ENV 148 Water and Wastewater Treatment Computational**



**Operations (3 cr.)** - Studies the application of mathematical operations to the solution of treatment plant problems. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

## Electronics Servicing (ESR)

**ESR 228 Computer Troubleshooting and Repair (4 cr.)** - Teaches procedures for isolating and correcting problems in computers and computer-related hardware. Emphasizes operational concepts, use of diagnostic software and troubleshooting equipment. Prerequisite instructor approval. Lecture 3 hours. Laboratory 4 hours. Total 7 hours per week.

## Electronics Technology (ETR)

**ETR 113-114 D.C. and A.C. Fundamentals I-II (3 cr.) (3 cr.)** - Studies D.C. and A.C. circuits, basic electrical components, instruments, network theorems, and techniques used to predict, analyze and measure electrical quantities. Corequisite MTH 115 or ETR 99. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

**ETR 156 Digital Circuits and Microprocessor Fundamentals (4 cr.)** - Introduces characteristics and applications of digital logic elements including gates, counters, registers, displays and pulse generators. Applies microprocessor theory and applications, including internal architecture of the micro-processor, interfacing, input/output, and memory. Lecture 3 hours per week. Laboratory 3 hours per week. Total 6 hours per week.

**ETR 160 Survey of Microprocessors (4 cr.)** - Provides an overview of microprocessors architecture, basic machine language programming, and I/O devices. Prerequisite ETR 168. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

**ETR 211-212 Electronics Diagnostics I-II (3- 4 cr.) (3- 4 cr.)** - Teaches analyzing, testing and repair of fundamental assemblies, subassemblies, circuits and systems as applied to electronic maintenance and manufacturing. Lecture 2 hours. Laboratory 3-6 hours. Total 5-8 hours per week. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

## Finance (FIN)

**FIN 215 Financial Management (3 cr.)** - Introduces basic financial management topics including statement analysis, working capital, capital budgeting, and long-term financing. Focuses on Net Present Value and Internal Rate of Return techniques, lease vs. buy analysis, and Cost of Capital computations. Uses problems and cases to enhance skills in financial planning and decision-making. Lecture 3 hours per week.

## Geography (GEO)

**GEO 210 People and the Land: Introduction to Cultural Geography (3 cr.)** - Focuses on the relationship between culture and geography. Presents a survey of modern demographics, landscape modification, material and non-material culture, language, race and ethnicity, religion, politics, and economic activities. Introduces

the student to types and uses of maps. Lecture 3 hours per week.

**GEO 220 World Regional Geography (3 cr.)** - Studies physical and cultural characteristics of selected geographical regions of the world. Focuses upon significant problems within each of the regions, and examines the geographical background of those problems. Introduces the student to types and uses of maps. Lecture 3 hours per week.

**GEO 230 - Political Geography (3 cr.)** - Emphasizes the influence of geography on political systems and nation states. Discusses historic and current events including campaigns, wars, and treaties as functions of land, resources and energy requirements. Introduces the student to types and uses of maps. Lecture 3 hours per week.

## Geology (GOL)

**GOL 105 Physical Geology (4 cr.)** - Introduces the composition and structure of the earth and modifying agents and processes. Investigates erosion, earthquakes, and crustal deformation. Lecture 3 hours per week. Laboratory 3 hours. Total 6 hours per week.

**GOL 106 Historical Geology (4 cr.)** - Traces the evolution of the earth and life through time. Presents scientific theories of the origin of the earth and life and interprets rock and fossil record. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

## History (HIS)

**HIS 101-102 History of Western Civilization I-II (3 cr.) (3 cr.)** - Examines the development of western civilization from ancient times to the present. The first semester ends with the seventeenth century; the second semester continues through modern times. Lecture 3 hours per week.

**HIS 111-112 History of World Civilization I-II (3 cr.) (3 cr.)** - Surveys Asian, African, Latin American, and European civilizations from the ancient period to the present. Lecture 3 hours per week.

**HIS 121-122 United States History I-II (3 cr.) (3 cr.)** - Surveys United States history from its beginning to the present. Lecture 3 hours per week.

**HIS 205 Local History (3 cr.)** - Studies the history of the local community and/or region. Lecture 3 hours per week.

## Health (HLT)

**HLT 100 First Aid and Cardiopulmonary Resuscitation (3 cr.)** - Focuses on the principles and techniques of safety, first aid, and cardiopulmonary resuscitation. Lecture 3 hours per week.

**HLT 105 Cardiopulmonary Resuscitation (1 cr.)** - Provides training in coordinated mouth-to-mouth artificial ventilation and chest compression, choking, life-threatening emergencies, and sudden illness. Lecture 1 hour per week.

**HLT 106 First Aid and Safety (2 cr.)** - Focuses on the principles and techniques of safety and first aid. Lecture 2 hours per week.

**HLT 110 Concepts of Personal and Community Health (3 cr.)** -

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Studies the concepts related to the maintenance of health, safety, and the prevention of illness at the personal and community level. Lecture 3 hours per week.

**HLT 115 Introduction to Personal and Community Health (1 cr.)** - Introduces and focuses on the principles of personal and community health. Lecture 1 hour per week.

**HLT 116 Introduction to Personal Wellness Concepts (2-3 cr.)** - Introduces students to the dimensions of wellness including the physical, emotional, environmental, spiritual, occupational, and social components. Lecture 2-3 hours per week.

**HLT 121 - Introduction to Drug Use and Abuse (3 cr.)** - Explores the use and abuse of drugs in contemporary society with emphasis upon sociological, physiological, and psychological effects of drugs. Lecture 3 hours per week.

**HLT 141 - Introduction to Medical Terminology (2 cr.)** - Focuses on medical terminology for students preparing for careers in the health professions. Lecture 2 hours per week.

**HLT 145 Ethics for Health Care Personnel (2 cr.)** - Focuses on ethical concepts of health care. Emphasizes confidentiality, maintaining patient records, personal appearance, professionalism with patients/clients, associates, and an awareness of health care facilities. Lecture 2 hours per week.

**HLT 160 Personal Health and Fitness (3 cr.)** - Studies the relationships between health and fitness. Topics include nutrition, disease prevention, weight control, smoking, and medical care, aerobic and anaerobic conditioning, and the relationship between physical and mental health. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

**HLT 261-262 Basic Pharmacy I-II (3 cr.) (3 cr.)** - Explores the basics of general pharmacy, reading prescriptions, symbols, packages, pharmacy calculations. Teaches measuring compounds of drugs, dosage forms, drug laws, and drug classifications. Lecture 3 hours per week. HLT 262 prerequisite is HLT 261.

**HLT 250 General Pharmacology (3 cr.)** - Emphasizes general pharmacology for the health related professions covering general principles of drug actions/reactions, major drug classes, specific agents within each class, and routine mathematical calculations needed to determine desired dosages. Lecture 3 hours per week.

**HLT 290 Coordinated Internship in Pharmacy Technician (4 cr.)** - Supervises on-the-job training in selected business, industrial or service firms coordinated by the college. Credit/practice ratio not to exceed 1:5 hours. Pre-requisites are HLT 250 and HLT 261 with a co-requisite of HLT 262. May be repeated for credit. Lecture 1 hour per week. Laboratory 6 hours per week. Total 7 hours per week.

## Health Information Management (HIM)

**HIM 101 Health Information Technology I (4 cr.)** - Introduces

values, uses and content of the medical record. Defines numbering, filing and retention policies and practices. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

**HIM 113-114 Medical Terminology and Disease Processes I-II (3 cr.) (3 cr.)** - Includes the study of prefixes, suffixes, stem words, and technical terms; puts emphasis on the causes and treatment of selected disease processes. Lecture 3 hours per week.

**HIM 130 Healthcare Information Systems (3 cr.)** - Focuses on microcomputer applications, information systems and applications in the healthcare environment. Lecture 3 hours per week.

**HIM 150 Health Records Management (3 cr.)** - Presents documentation format and content of the medical record relevant to the coding function. Introduces application of standard techniques for filing, maintenance and acquisition of health information. Examines the processes of collecting, computing, analyzing, interpreting, and presenting data related to health care services. Includes legal and regulatory guidelines for the control and use of health information data. Lecture 3 hours per week.

**HIM 151 Reimbursement Issues in Medical Practice Management (2 cr.)** - Introduces major reimbursement systems in the United States. Focuses on prospective payment systems, managed care, and documentation necessary for appropriate reimbursement. Emphasizes management of practice to avoid fraud. Lecture 2 hours per week.

**HIM 253 Health Records Coding (4 cr.)** - Examines the development of coding classification systems. Introduces ICD-9-CM coding classification system, its format and conventions. Stresses basic coding steps and guidelines according to body systems. Provides actual coding exercises in relation to each system covered. Lecture 3 hours. Laboratory 2 hours per week. Total 4 hours per week.

**HIM 254 Advanced Coding and Reimbursement (3 cr.)** - Stresses advanced coding skills through practical exercises using actual medical records. Introduces CPT-4 coding system and guidelines for outpatient/ambulatory surgery coding. Introduces prospective payment system and its integration with ICD-9-CM coding. Lecture 2 hours. Laboratory 2 hours. Total 3 hours per week.

## Human Services (HMS)

**HMS 100 Introduction to Human Services (3 cr.)** - Introduces human service agencies, roles, and careers. Presents an historical perspective of the field as it relates to human services today. Additional topics include values clarification and needs of target populations. Lecture 3 hours per week.

**HMS 121 Basic Counseling Skills I (3 cr.)** - Develops skills needed to function in a helping relationship. Emphasizes skills in attending, listening and responding. Clarifies personal skill strengths, deficits, and goals for skill improvement. Lecture 3 hours per week.

**HMS 122 Basic Counseling Skills II (3 cr.)** - Expands the

development of counseling skills needed to function effectively in a helping relationship. Emphasizes skills in responding, personalizing, summarizing, and initiating. Clarifies personal skill strengths, deficits, and goals for skill improvement. Develops plans for achieving personal and program goals. Lecture 3 hours per week.

**HMS 150 Activities Documentation and Programming (3 cr.)** - Introduces the student to the documentation process in long term care which serves as the foundation for developing quality activity programs designed to meet the needs of the clients. Lecture 3 hours per week.

**HMS 162 Communication Skills for Human Services Professionals (3 cr.)** - Covers basic written and verbal communication skills, including, listening skills, interviewing techniques, and completing written documentation to professional standards. Lecture 3 hours per week.

**HMS 190 Coordinated Internship (cr. 3)** - Supervises on-the-job training in selected business, industrial or service firms coordinated by the college. Credit/practice ratio not to exceed 1:5 hours. May be repeated for credit. Laboratory 9 hours per week.

**HMS 220 Addiction and Prevention (3 cr.)** - Examines the impact of drugs and addiction on individuals and their families. Explores the myths about various drugs and their benefit or lack of benefit. Lecture 3 hours per week.

**HMS 226 - Helping Across Cultures (3 cr.)** - Provides an historical overview of selected cultural and racial groups. Promotes understanding of group differences and the impact on counseling services. Lecture 3 hours per week.

**HMS 228 Productive Problem-Solving (3 cr.)** - Develops problem-solving and program-development skills needed to function in helping relationships. Emphasizes skills training within the classroom and application of the skills in other settings. Lecture 3 hours per week.

**HMS 231 - Gerontology I (3 cr.)** - Examines characteristics of the aging process and problems for the elderly. Considers both theoretical and applied perspectives on the following issues: biological, psychological, sociological, economic and political. Part I of II. Lecture 3 hours per week.

**HMS 232 Gerontology II (3 cr.)** - Examines characteristics of the aging process and problems for the elderly. Considers both theoretical and applied perspectives on the following issues: biological, psychological, sociological, economic and political. Part II of II. Lecture 3 hours per week.

**HMS 238 Selected Topics in Aging (3 cr.)** - Provides students with an opportunity to explore a variety of major current issues in aging. Topics may include care giving and the elderly, elderly drug use and misuse, protective services, crisis interventions, homecare, elder- abuse, and other current topics. Lecture 3 hours per week.

**HMS 251 Substance Abuse I (3 cr.)** - Provides knowledge, skills, and insight for working in drug and alcohol abuse programs. Emphasizes personal growth and client growth measures in helping relationships. Stresses various methods of individual and group techniques for helping the substance abuser. Lecture 3 hours per week.

**HMS 252 Substance Abuse II (3 cr.)** - Expands knowledge and skill in working with the substance abuser. Focuses on assisting substance abusers in individual and group settings and explores client treatment modalities. May provide opportunities for field experience in treatment centers. Prerequisite HMS 151. Lecture 3 hours per week.

**HMS 260 Substance Abuse Counseling (3 cr.)** - Provides an understanding of the skills of guidance of clients and those associated with being an advocate. Examines the dynamics of the client/counselor relationship in developing treatment plans and empowerment skills. Lecture 3 hours per week.

**HMS 290 Coordinated Internship in Human Services (3 cr.)** - Supervised on-the-job training with or without pay in approved business, industrial and service firms coordinated by discipline faculty at the college. Application to all occupational-technical curricula at the discretion of the college. Credit/work ratio not to exceed 1:5 hours. May be repeated for credit variable hours. Laboratory 9 hour per week.

## Hotel-Restaurant-Inst. Management

**HRI 140 Fundamentals of Quality for the Hospitality Industry (3 cr.)** - Teaches quality in the hospitality industry, including material on the total quality management movement. Emphasizes quality from the customer's perspective. Lecture 3 hours per week.

**HRI 154 Principles of Hospitality Management (3 cr.)** - Presents basic understanding of the hospitality industry by tracing the industry's growth and development, reviewing the organization and management of lodging, food, and beverage operations, and focusing on industry opportunities and future trends. Lecture 3 hours per week.

## Humanities (HUM)

**HUM 100 Survey of the Humanities (3 cr.)** - Introduces the humanities through the art, literature, music, and philosophy of various cultures and historical periods. Lecture 3 hours per week.

**HUM 153 - Introduction to Appalachian Studies (3 cr.)** - Explores the Appalachian region from a cross-disciplinary perspective, with readings on Appalachia drawn primarily from the humanities. Considers the historical, environmental, political and economic contexts that shape Appalachia. Lecture 3 hours per week.

**HUM 195 Topics in Humanities (Honors Program Seminar) (1-5 cr.)** - Provides an opportunity to explore topical areas of interest to or needed by students. May be used also for special honors courses.



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May be repeated for credit. Variable hours.

**HUM 201 Survey of Western Culture I** (3 cr.) - Studies thought, values, and arts of Western culture, integrating major developments in art, architecture, music, and philosophy. Covers the following periods: Ancient and Classical, Early Christian, and Byzantine, Medieval, and Early Renaissance. Lecture 3 hours per week.

**HUM 260 - Survey of Twentieth-Century Culture** (3 cr.) - Explores literature, visual arts, philosophy, music, and history of our time from an interdisciplinary perspective. Lecture 3 hours per week.

## Industrial Engineering Technology (IND)

**IND 114 Materials and Processes in Manufacturing II** (2 cr.) - Studies materials and processes for the manufacture of products. Investigates the nature of various materials. Examines the manufacturing processes of industry and their effects on materials. Lecture 2 hours per week.

**IND 137 Team Concepts & Problem Solving** (3 cr.) - Studies team concepts and problem solving techniques to assist project teams in improving quality and productivity. Provides knowledge of how to work as a team, plan and conduct good meetings, manage logistics and details, gather useful data, communicate the results and implement changes. Lecture 3 hours per week

**IND 165 Principles of Industrial Technology I** (4 cr.) - Introduces principle concepts of technology involving mechanical, fluid, electrical, and thermal power as they relate to force, work, and rate. Lecture 3 hours. Laboratory 2 hours. Total 5 hours per week.

**IND 195 - Topics In Project Management** (3 cr.) - Provides an opportunity to explore topical areas of interest to or needed by students. May be used also for special honors courses. May be repeated for credit. Lecture 3 hours per week.

**IND 238 Industrial Tours** (3 cr.) - Provides students an opportunity to observe and enhance their knowledge of representative manufacturing industries in the local region. Emphasizes observation and understanding of leading edge manufacturing technology and methodology, quality control practices and programs, and safety practices and programs utilized at the manufacturing sites. Lecture 3 hours per week.

**IND 250 Introduction to Basic Computer Integrated Manufacturing** (2 cr.) - Presents basic principles used in the design and implementation in computer integrated manufacturing system. Emphasizes team concept and all aspects of a computer integrated manufacturing system to include the following: Robotics, Conveyor Control, Machining Center Integration Quality Control, Statistical Quality Control, and Computer Integrated Manufacturing (CIM) software. Laboratory 6 hours per week.

## Information Technology Database (ITD)

**ITD 110 Web Page Design** (4 cr.) - Stresses a working knowledge of web site designs, construction, and management using HTML or XHTML. Includes headings, lists, links, images, image maps,

tables, forms, and frames. Lecture 4 hours per week.

**ITD 112 Designing Web Page Graphics** (3 cr.) - Explores the creation of digital graphics for web design. Includes basic design elements such as color and layout will be explored utilizing a computer graphics program(s). Lecture 3 hours per week.

**ITD 132 Structured Query Language** (3 cr.) - Incorporates a working introduction to commands, functions and operators used in SQL for extracting data from standard databases. Lecture 3 hours per week

**ITD 136 Database Management Software** (4 cr.) - Covers an introduction to relational database theory and how to administer and query databases using multiple commercial database systems. Lecture 4 hours per week

**ITD 210 Web Page Design II** (3 cr.) - Incorporates advanced techniques in web site planning, design, usability, accessibility, advanced site management, and maintenance utilizing web editor software(s). Lecture 3 hours per week.

**ITD 250 Database Architecture and Administration** (3 cr.) - Involves in-depth instruction about the underlying architecture of databases and the handling of database administration. Lecture 3 hours per week.

**ITD 256 Advanced Database Management** (3 cr.) - Focuses in-depth instruction in the handling of critical tasks of planning and implementing large databases. Includes an introduction to concepts of advanced data warehousing and database configuration. Lecture 3 hours per week.

## Information Technology Essentials (ITE)

**ITE 100 Introduction to Information Systems** (3 cr.) - Covers the fundamentals of computers and computing and topics which include impact of computers on society, ethical issues, and terminology. Provides discussion about available hardware and software as well as their application. Lecture 3 hours per week.

**ITE 102 Computers and Information Systems** (2 cr.) - Introduces terminology, concepts, and methods of using computers in information systems. This course teaches computer literacy, not intended for Information Technology majors. Lecture 2 hours per week.

**ITE 105 Careers and Cyber Ethics** (2 cr.) - Career paths in Information Technology will be explored to help the student determine the appropriate degree plan. Career paths will include but not be limited to software development, computer science, database, networking, system administration and operations, end user support, web design, and management. The student will learn ethical concerns in business and information technology including the ACM Code of Ethics. Lecture 2 hours per week. 2 credits

**ITE 115 Introduction to Computer Applications and Concepts** (3 cr.) - Covers computer concepts and internet skills, and uses a software suite which includes word processing, spreadsheet,



database, and presentation software to demonstrate skills. Recommended prerequisite keyboarding skills. Lecture 3 hours per week.

**ITE 119 Information Literacy (3 cr.)** - Presents the information literacy core competencies focusing on the use of information technology skills. Skills and knowledge will be developed in database searching, computer applications, information security and privacy, and intellectual property issues. Lecture 3 hours per week.

**ITE 131 Survey of Internet Services (2 cr.)** - Introduces students to basic Internet terminology and services including e-mail, WWW browsing, search engines, ftp telnet, and other services. Lecture 2 hours per week.

**ITE 141 Microcomputer Software: Spreadsheets (1 cr.)** - Provides first-time users with sufficient information to make practical use of spreadsheet software using the basic of building spreadsheets. Lecture 1 hour per week.

**ITE 215 Advanced Computer Applications and Integration (3 cr.)** - Incorporates advanced computer concepts including the integration of a software suite. Lecture 3 hours per week.

**ITE 221 PC Hardware and OS Architecture (3 cr.)** - Covers instruction about processors, internal functions, peripheral devices, computer organization, memory management, architecture, instruction format, and basic OS architecture. Lecture 3 hours per week.

**ITE 221L PC Hardware and OS Architecture Laboratory (1 cr.)** - Provides problem solving experience to supplement instruction in PC Hardware and OS Architecture. Co-requisite: ITE 221. Laboratory 2 hours per week.

**ITE 290 Coordinated Internship (2 cr.)** - Supervises on-the-job training in selected business, industrial or service firms coordinated by the college. Credit/practice ratio not to exceed 1:5 hours. May be repeated for credit. Laboratory 6 hours per week.

## Information Technology Networking (ITN)

**ITN 101 Introduction to Network Concepts (3 cr.)** - Provides instruction in networking media, physical and logical topologies, common networking standards and popular networking protocols. Emphasizes the TCP/IP protocol suite and related IP addressing schemes, including CIDR. Includes selected topics in network implementation, support and LAN/WAN connectivity. Lecture 3-4 hours per week.

**ITN 102 Introduction to Networked Client Operating Systems (LAN) (4 cr.)** - Consists of instruction in the installation, configuration, administration, and troubleshooting of networked client operating systems in a data communications environment. This course can utilize any mixture of available networked client operating systems. Lecture 3 hours. Laboratory 2 hours. Total 5

hours per week.

**ITN 103 Administration of Networked Servers (4 cr.)** - Instruction focuses on the installation, configuration, and management of local area networked servers. Topics covered include support for local area networked devices, system services, and deployment of networked operating systems. This course can include any version of Windows or Linux Server Platforms. Lecture 3 hours. Laboratory 2 hours. Total 5 hours per week.

**ITN 106 Microcomputer Operating Systems (3 cr.)** - Teaches use of operating system utilities and multiple-level directory structures, creation of batch files, and configuration of microcomputer environments. May include a study of graphical user interfaces. Lecture 3-4 hours per week. 3 credits

**ITN 107 Personal Computer Hardware and Troubleshooting (3 cr.)** - Includes specially designed instruction to give a student a basic knowledge of hardware and software configurations. Includes the installation of various peripheral devices as well as basic system hardware components. Lecture 3-4 hours per week.

**ITN 111 - Server Administration (Windows Server 2012 R2) (3 cr.)** - Covers installation, configuration, administration, management, maintenance, and troubleshooting of a server in a networked environment. Lecture 3 hours per week.

**ITN 112 - Network Infrastructure (Windows Server 2012 R2) (3 cr.)** - Covers planning, installation, configuration, administration, management, maintenance, monitoring, and troubleshooting of network infrastructure components. Lecture 3 hours per week.

**ITN 154 Network Fundamentals, Router Basics, and Configuration (ICND1) – Cisco (4 cr.)** - Provides instruction in the fundamentals of networking environments, the basics of router operations, and basic router configuration. Lecture 3 hours. Laboratory 2 hours. Total 5 hours per week.

**ITN 154L Network Fundamentals, Router Basics, and Configuration (ICND1) – Laboratory (1 cr.)** - Provides problem solving experience to supplement instruction in Networking Fundamentals - Cisco. Co-requisite: ITN 154. Laboratory 2 hours per week.

**ITN 155 Switching, Wireless, and WAN Technologies (ICND2) – Cisco (4 cr.)** - Provides the skills and knowledge to install, operate, and troubleshoot a small-to-medium sized branch office enterprise network, including configuring several switches and routers, configuring wireless devices, configuring VLANs, connecting to a WAN, and implementing network security. Lecture 3 hours. Laboratory 2 hours. Total 5 hours per week. Prerequisites: ITN154 and ITN154L

**ITN 155L Switching, Wireless, and WAN Technologies (ICND2) - Cisco Laboratory (1 cr.)** - Provides problem solving experience to supplement instruction in Introductory Routing - Cisco. Co-requisite: ITN 155. Laboratory 2 hours per week.

**ITN 170 - Linux System Administration (3 credits)** - Focuses instruction on the installation, configuration and administration of

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the Linux operating system and emphasizes the use of Linux as a network client and workstation. Lecture 3-4 hours per week. 3-4 credits

**ITN 171 - Unix 1** (3 cr.) - Provides an introduction to UNIX operating systems. Teaches login procedures, file creation, UNIX file structure, input/output control, and the UNIX shell. Lecture 3 hours per week.

**ITN 200 Administration of Network Resources** (3 cr.) - Focuses on the management of local area network servers. Teaches proper structuring of security systems. Explains print queues, disk management, and other local area network (LAN) issues. Presents concerns and issues for the purchase and installation of hardware and software upgrades. Can be taught using any network operating system or a range of operating systems as a delivery tool. Lecture 3 hours per week.

**ITN 208 - Protocols and Communications TCP/IP** (4 cr.) - Centers on providing an understanding of the TCP/IP suite and the details of its implementation. The details of implementation are treated by discussing IP addressing, the structure of frames and protocol headers that enable communication between two computers. Discusses IP routing, tunneling, SNMP, and security. Lecture 3-4 hours per week.

**ITN 245 - Network Troubleshooting** (3 cr.) - Focuses on servicing and maintaining local area networks (LANs). Teaches network installation, network troubleshooting, installation of file servers and workstations, configuring of network boards and cables, and diagnosing common network problems. Lecture 3 hours per week.

**ITN 260 Network Security Basics** (3 cr.) - Provides instruction in the basics of network security in depth. Includes security objectives, security architecture, security models and security layers; risk management, network security policy, and security training. Includes the give security keys, confidentiality integrity, availability, accountability and auditability. Lecture 3 hours per week.

**ITN 261 - Network Attacks, Computer Crime and Hacking** (4 cr.) Emcompasses in-depth exploration of various methods for hacking and defending a network. Explores network security concepts from the viewpoint hackers and their attack methodologies. Includes topics about hackers, attacks, Intrusion Detection Systems (IDS) malicious code, computer crime and industrial espionage. Laboratory 4 hours per week.

**ITN 262 - Network Communication, Security and Authentication** (cr. 4) - Covers an in-depth exploration of various communication protocols with a concentration on TCP/IP. Explores communication protocols from the point of view of the hacker in order to highlight protocol weaknesses. Includes Internet architecture, routing, addressing, topology, fragmentation and protocol analysis, and the use of various utilities to explore TCP/IP. Laboratory 4 hours per week.

**ITN 263 - Internet/Intranet Firewalls and E-Commerce Security** (4 cr.) - Gives an in-depth exploration of firewall, Web

security, and e-commerce security. Explores firewall concepts, types, topology and the firewall's relationship to the TCP/IP protocol. Includes client/server architecture, the Web server, HTML and HTTP in relation to Web Security, and digital certification, D.509, and public key infrastructure (PKI). Lecture 4 hours per week. Laboratory 4 hours per week.

**ITN 266 - Network Security Layers** (cr. 3) - Provides an in-depth exploration of various security layers needed to protect the network. Explores Network Security from the viewpoint of the environment in which the network operates and the necessity to secure that environment to lower the security risk to the network. Includes physical security, personnel security, operating system security, software security and database security. Laboratory 4 hours per week.

**ITN 267 - Legal Topics in Network Security** (cr. 3) - Conveys an in-depth exploration of the civil and common law issues that apply to network security. Explores statutes, jurisdictional, and constitutional issues related to computer crimes and privacy. Includes rules of evidence, seizure and evidence handling, court presentation and computer privacy in the digital age. Laboratory 4 hours per week.

## Information Technology Programming (ITP)

**ITP 120 Java Programming I** (4 cr.) - Entails instruction in fundamentals of object-oriented programming using Java. Emphasizes program construction, algorithm development, coding, debugging, and documentation of console and graphical user interface applications. Lecture 4 hours per week.

**ITP 136 C# Programming I** (3 cr.) - Presents instruction in fundamentals of object-oriented programming and design using C#. Emphasizes program construction, algorithm development, coding, debugging, and documentation of applications within the .NET framework. Lecture 3 hours per week.

**ITP 160 Introduction to Game Design & Development** (4 cr.) - Introduces object-oriented game design and development. Provides overview of the electronic game design and development process and underlines the historical contest, content creation strategies, game careers, and future trends in the industry. Utilizes a game language environment to introduce game design, object-oriented paradigms, software design, software development and product testing. Teaches skills of writing a game design document and creating a game with several levels and objects. Integrate 2D animations, 3D models, sound effects, and background music as well as graphic backgrounds. Lecture 4 hours per week.

**ITP 225 Web Scripting Languages** (3 cr.) - Introduces students to the principles, systems, and tools used to implement Web applications. Provides students with a comprehensive introduction to the programming tools and skills required to build and maintain interactive Web sites. Students will develop Web applications utilizing client-side and server-side scripting languages along with auxiliary tools needed for complete applications. Prerequisites:

ITD 110, ITP 100. Lecture 3 hours per week.

**ITP 236 C# Programming II (3 cr.)** - Focuses instruction in advanced object-oriented techniques using C# for application development. Emphasizes database connectivity and networking using the .NET Framework. Lecture 3 hours per week.

## Legal (LGL)

**LGL 110 Introduction to the Law and the Legal Assistant (3 cr.)** - Introduces various areas of law in which a legal assistant may be employed. Includes study of the court system (Virginia and federal) as well as a brief overview of criminal law, torts, domestic relations, evidence, ethics, the role of the legal assistant, and other areas of interest. Lecture 3 hours per week.

**LGL 115 Real Estate Law for Legal Assistants (3 cr.)** - Studies law of real property and gives in-depth survey of the more common types of real estate transactions and conveyances such as deeds, contracts, leases, and deeds of trust. Focuses on drafting these various instruments and studies the system of recording and search of public documents. Lecture 3 hours per week.

**LGL 116 Domestic Relations and Consumer Law (3 cr.)** - Studies elements of a valid marriage, grounds for divorce and annulment, separation, defenses, custody, support, adoptions, and applicable tax consequences. Focuses on separation and pre-nuptial agreements, pleadings, and rules of procedure. May include specific federal and Virginia consumer laws. Lecture 3 hours per week.

**LGL 117 Family Law (3 cr.)** - Studies elements of a valid marriage, grounds for divorce and annulment, separation, defenses, custody, support, adoptions, and applicable tax consequences. Includes property settlement, pre- and ante-nuptial agreements, pleadings, and rules of procedure. May include specific federal and Virginia consumer laws. Lecture 3 hours per week.

**LGL 126 Legal Writing (3 cr.)** - Studies proper preparation of various legal documents, including legal memoranda, letters, and pleadings. Involves practical applications. May include case and appellate briefs. Prerequisite ENG 111 or permission of instructor. Lecture 3 hours per week.

**LGL 218 Criminal Law (3 cr.)** - Focuses on major crimes, including their classification, elements of proof, intent, conspiracy, responsibility, parties, and defenses. Emphasizes Virginia law. May include general principles of applicable constitutional and criminal procedure. Lecture 3 hours per week.

**LGL 200 Ethics for the Legal Assistant (1 cr.)** - Examines general principles of ethical conduct applicable to legal assistants. Includes the application of rules and ethics to the practicing legal assistant. Lecture 1 hour per week.

**LGL 225 Estate Planning and Probate (3 cr.)** - Introduces various devices used to plan an estate, including wills, trusts, joint ownership and insurance. Considers various plans in light of family

situations and estate objectives. Focuses on practices involving administration of an estate, including taxes and preparation forms. Lecture 3 hours per week.

## Machine Technology (MAC)

**MAC 101 Machine Shop Operations (8 cr.)** - Introduces bench work, sawing, drilling, lathe, milling, grinding, precision instruments, and safety. Requires solutions of related problems and preparation of weekly laboratory reports. Lecture 5 hours. Laboratory 9 hours. Total 14 hours per week.

**MAC 102 Machine Shop Practices (8 cr.)** - Offers practice in bench work, sawing, drilling, lathe, milling, grinding, and precision measuring instruments. May require solutions of related problems and preparation of weekly laboratory reports. Prerequisite MAC 101. Lecture 5 hours. Laboratory 9 hours. Total 14 hours per week.

**MAC 106 Machine Shop Operations (8 cr.)** - Introduces bench work, sawing, drilling, lathe, milling, grinding, precision instruments, and safety. Requires solutions of related problems and preparation of weekly laboratory reports. Lecture 5 hours. Laboratory 9 hours. Total 14 hours per week.

**MAC 107 Machine Shop Practices (8 cr.)** - Offers practice in bench work, sawing, drilling, lathe, milling, grinding, precision instruments, and safety. May require solutions of related problems and preparation of weekly laboratory reports. Prerequisite MAC 106. Lecture 5 hours. Laboratory 9 hours. Total 14 hours per week.

**MAC 121 Computer Numerical Control I (2 cr.)** - Focuses on numerical control techniques in metal forming and machine processes. Includes theory and practice in lathe and milling machine computer numerical control program writing, setup and operation. Prerequisite MAC 131 or equivalent. Lecture 1 hour. Laboratory 2 hours. Total 3 hours per week.

**MAC 122 Computer Numerical Control II (3 cr.)** - Focuses on numerical control techniques in metal forming and machine processes. Includes theory and practice in lathe and mill machine computer numerical control program writing, setup and operation. Part II of II. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

**MAC 123 Computer Numerical Control III (3 cr.)** - Focuses on numerical control techniques in metal forming and machine processes. Includes theory and practice in lathe and mill machine computer numerical control program writing, setup and operation. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

**MAC 131 Machine Lab I (2 cr.)** - Teaches fundamental machine shop operations, bench work, layout, measuring tools, and safety. Lecture 1 hour. Laboratory 3 hours. Total 4 hours per week.

**MAC 146 Metals/Heat Treatment (2 cr.)** - Provides approach to metals and their structure. Gives working knowledge of methods of treating ferrous and non-ferrous metals. Lecture 1 hour. Laboratory 3 hours. Total 4 hours per week.



**MAC 150 Introduction to Computer Aided Manufacturing** (3 cr.) - Introduces computer aided manufacturing (CAM) with emphasis on programming of numerical control machinery. Teaches program writing procedures using proper language and logic and a CAM programming system to produce numerical control code for machines. Teaches basic computer usage, 2 1/2 and 3D CAD-CAM integration, and code-to-machine transfer. Lecture 2 hour. Laboratory 3 hours. Total 4 hours per week.

**MAC 151 Machine Tool Maintenance I** (2 cr.) - Introduces tool design from a maintenance and repair standpoint. Emphasizes proper care, repair, and preventative maintenance of machine tools. Prerequisite MAC 101 or equivalent. Lecture 1 hour. Laboratory 3 hours. Total 4 hours per week.

**MAC 205 Advanced Machining Techniques** (3 cr.) - Offers advanced machine tool operations utilizing a variety of machine tools and related equipment. Prerequisite MAC 206 or equivalent. Lecture 1 hour. Laboratory 6 hours. Total 7 hours per week.

**MAC 206 Production Machining Techniques** (6 cr.) - Offers practice in advanced machine shop. Emphasizes mass production techniques and interchangeable parts manufacture. Covers setup and operation of tooling and fixtures to manufacture workpieces to specified tolerances. Prerequisite MAC 102 or equivalent. Lecture 4 hours. Laboratory 6 hours. Total 10 hours per week.

**MAC 209 Standards, Measurements and Calculations** (3 cr.) - Presents typical mathematical and mechanical problems requiring the use of reference standards such as the Machinery's Handbook for solution. Presents beginning through advanced inspection and measurement problems requiring the use of the Coordinate Measuring Machine for solution. Prerequisite MTH 103. Lecture 3 hours.

**MAC 241 Advanced Machinery Procedures I** (3 cr.) - Focuses on machining principles and calculations necessary for the precision required by the machinist. Emphasizes advanced lathe and mill work with concentration on fits, finishes, inspections, and quality control. Teaches design and construction of specific projects to determine the student's operational knowledge of all equipment. Prerequisite MAC 205 or equivalent. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

**MAC 245 Advanced Numerical Control** (2 cr.) - Applies the computer numerical control to machine tools, program writing setup and operation of milling machine and lathe. Prerequisite MAC 121 or equivalent. Lecture 1 hour. Laboratory 3 hours. Total 4 hours per week.

**MAC 250 Advanced Computer Aided Manufacturing** (3 cr.) - Focuses on advanced computer aided manufacturing with emphasis on CAD-CAM interfacing, advanced 3D, and advanced turning. Introduces quality control inspection using coordinate measuring systems, statistical process controls and digitizers. Teaches basic and advanced fabrication programming and flexible manufacturing systems. Lecture 1 hour. Laboratory 3 hours. Total 4 hours per week.

## Medical Laboratory (MDL)

**MDL 101 Introduction to Medical Laboratory Techniques** (3 cr.) - Introduces the basic techniques including design of the health care system, ethics, terminology, calculations, venipuncture and routine urinalysis. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

**MDL 105 Phlebotomy** (3 cr.) - Introduces basic medical terminology, anatomy, physiology, components of health care delivery and clinical laboratory structure. Teaches techniques of specimen collection, specimen handling, and patient interactions. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

**MDL 106 Clinical Phlebotomy** (4 cr.) - Focuses on obtaining blood specimens, processing specimens, managing assignments, assisting with and/or performing specified tests, performing clerical duties and maintaining professional communication. Provides supervised learning in college laboratory and/or cooperating agencies. Prerequisite MDL 105. Lecture 2 hours. Laboratory 6 hours. Total 8 hours per week.

**MDL 126 Clinical Immunohematology/Immunology I** (4 cr.) - Incorporates basic principles of antigen and antibody reactions included in blood grouping and typing, compatibility testing, and serological procedure. Lecture 2 hours. Laboratory 6 hours. Total 8 hours per week.

**MDL 127 Hematology** (3 cr.) - Teaches various blood components, how they are obtained and methods of examination. Includes erythrocyte, leukocyte and platelet counts, hemoglobin and hemotocrit determinations, normal and abnormal smears. Introduces coagulation screening studies. Lecture 1 hour. Laboratory 6 hours. Total 7 hours per week.

**MDL 130 Basic Clinical Microbiology** (3 cr.) - Studies classification, theories, techniques, and methods used in basic bacteriology, parasitology, and mycology. Emphasizes routine identification. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

**MDL 199 Coordinated Practice in the Clinical Laboratory** (2 cr.) - Coordinated practice in phlebotomy and laboratory mathematics. Includes supervised practice in selected health agencies coordinated by the college and online Blackboard course in laboratory math with emphasis on practical application of mathematical concepts in the clinical laboratory. Includes variation, metric system, solution preparation pH, and determination of precision and accuracy by use and interpretation of statistical data for various laboratory departments. Prerequisites: MDL 101, 126, 127, 130, and 261. Laboratory 6 hours per week.

**MDL 190 Coordinated Practice** (2 cr.) - Corequisites MDL 225 and MDL 252. Coordinated practice in microbiology, parasitology, and hematology. Includes supervised practice in selected health agencies coordinated by the college. Credit/practice ratio maximum 1:5 hours. Laboratory 6 hours per week.

**MDL 225 Clinical Hematology II** (3 cr.) - Teaches advanced study



of blood to include coagulation, abnormal blood formation, and changes seen in various diseases. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

**MDL 227 Clinical Immunohematology/Immunology II** (3 cr.) - Emphasizes ability to apply theories and procedures utilized in immunohematology for routine transfusion and donor services. Correlates theories with practical application in order to assess cellular and immune mechanisms in specific disease states. Lecture 1 hour. Laboratory 6 hours. Total 7 hours per week.

**MDL 240 Clinical Microscopy II** (2 cr.) - Studies theories, principles, and interpretation of test results for urine and body fluids associated with normal and abnormal states. Lecture 1 hour. Laboratory 3 hours. Total 4 hours per week.

**MDL 252 Clinical Microbiology II** (3 cr.) - Teaches handling, isolation, and identification of pathogenic microorganisms. Emphasizes clinical techniques of bacteriology, mycology, parasitology and virology. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

**MDL 261 Clinical Chemistry and Instrumentation I** (4 cr.) - Introduces methods of performing biochemical analysis of clinical specimens. Teaches instrumentation involved in a clinical chemistry laboratory, quality control, and the ability to recognize technical problems. Prerequisite [CHM 111](#). Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

**MDL 262 Clinical Chemistry and Instrumentation II** (4 cr.) - Prerequisite [MDL 261](#). Teaches instrumentation involved in a clinical chemistry laboratory, quality control, and the ability to recognize technical problems. Lecture 2 hours. Laboratory 6 hours. Total 8 hours per week.

**MDL 263 Clinical Chemistry and Instrumentation III** (3 cr.) - Prerequisite [MDL 262](#). Emphasizes application of chemical theories and principles, performance of routine and special chemistries on various types of instrumentation, evaluation of quality control programs, and association of test results with clinical significance. Lecture 1 hour. Laboratory 6 hours. Total 7 hours per week.

**MDL 275 Clinical Hematology III** (3 cr.) - Prerequisite [MDL 225](#). Focuses on maintenance and troubleshooting of automated equipment, on evaluation of quality control programs, on blood dyscrasias, utilizing special stains and bone marrow studies, and on specialized studies for evaluating problems of hemostasis. Lecture 1 hour. Laboratory 6 hours. Total 7 hours per week.

**MDL 279 Clinical Microbiology III** (2 cr.) - Prerequisite [MDL 252](#). Stresses ability of the student to culture and identify pathogenic and non-pathogenic bacterial and mycotic agents, to identify parasites, and to associate microorganisms with clinical symptoms. Lecture 1 hour. Laboratory 3 hours. Total 4 hours per week.

**MDL 290 Coordinated Practice** (2 cr.) - Prerequisites [MDL 262](#); Corequisites [MDL 227](#) and [MDL 263](#). Includes supervised practice

in selected health care agencies; to include Clinical Chemistry, Urine and Body Fluids, Immunohematology, and Immunology; which is coordinated by the college. Laboratory 6 hours per week.

**MDL 299 Supervised Study for Registry Review** (2 cr.) - Computer software and videotapes to provide review in each of the major departmental areas of the clinical laboratory, including: chemistry, hematology, immunohematology, immunology, microbiology, and urinalysis/body fluids. Lecture 2 hours per week.

## Mechanical Engineering Technology (MEC)

**MEC 119 Introduction to Basic CNC and CAM** (2 cr.) - Teaches the basic concepts of Computer Numerical Control (CNC) programming of Numerical Control Machinery with emphasis on Computer Aided Manufacturing (CAM)/Computer Aided Drafting (CAD). Program writing procedures will be based on using the following: basic G-Code programming language for CNC machinery, CAD/CAM programming systems to produce correct code for CNC Machinery, basic computer usage, (2<sup>1/2</sup>-D and 3-D), CAD/CAM integration, and code-to-machine transfer via Distributive Numerical Control (DNC). Lecture 1 hour. Laboratory 3 hours. Total 4 hours per week.

**MEC 154 Mechanical Maintenance I** (3 cr.) - Provides an overview of basic maintenance techniques and processes for industrial mechanics and technicians who are installing and maintaining industrial mechanical and power transmission components. Lecture 2-3 hours. Laboratory 0-2 hours. Total 3-4 hours per week.

**MEC 155 Mechanisms** (2 cr.) - Studies the purpose and actions of cams, gear trains, levers, and other mechanical devices used in transmit control. Focuses on motion, linkages, velocities, and acceleration of points on motions, linkages, velocities, and acceleration of points within a link mechanism; layout method for designing cams and gear grain. Requires preparation of weekly laboratory reports. Lecture 1 hour. Laboratory 2 hours. Total 3 hours per week.

**MEC 161 Basic Fluid Mechanics - Hydraulics/Pneumatics** (3 cr.) - Introduces theory, operation and maintenance of hydraulic/pneumatics devices and systems. Emphasizes the properties of fluids, fluid flow, fluid statics, and the application of Bernoulli's equation. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

**MEC 195 Fundamentals of Lubrication and Preventive/Predictive/Proactive Maintenance** (4 cr.) - Teaches the fundamentals of lubrication and preventive/predictive/proactive maintenance. Provides a survey of standards, measurements, and continuous improvement. Lecture 4 hours per week.

**MEC 254 Mechanical Maintenance II** (3 cr.) - Covers advanced maintenance techniques and processes for industrial mechanics and technicians who are installing and maintaining industrial mechanical and power transmission components. Lecture 2-3 hours. Laboratory 0-2 hours. Total 3-4 hours per week.

## Mental Health (MEN)

**MEN 110 Introduction to Abnormal Psychology** (3 cr.) - Studies symptoms, causes and treatment of mental deficiency, neurosis, psychosis and character disorders, with specific relationship to work of the mental health technologists. Lecture 3 hours per week.

**MEN 121 Intellectual Disabilities I** (3 cr.) -Explores current problems and social, cultural and legal issues involved in therapeutic interventions for understanding and programs relating to individuals with intellectual disabilities. Part I of II. Lecture 3 hours per week.

**MEN 122 Intellectual Disabilities II** (3 cr.) - Explores current problems and social, cultural and legal issues involved in therapeutic interventions for understanding and programs relating to individuals with intellectual disabilities. Part II of II. Lecture 3 hours per week.

**MEN 195 Topics In Pharmacology & Drug Abuse** (3 cr.) - Provides an opportunity to explore topical areas of interest to or needed by students.Maybe used also for special honors courses. May be repeated for credit.Lecture 3 hours per week.

## Marketing (MKT)

**MKT 100 Principles of Marketing** (3 cr.) - Presents principles, methods, and problems involved in marketing to consumers and organizational buyers. Discusses problems and policies connected with distribution and sale of products, pricing, promotion, and buyer motivation. Examines variations of marketing research, legal, social, ethical, e-commerce, and international considerations in marketing. Lecture 3 hours per week.

## Mathematics Essentials (MTE)

**MTE 1 Operations with Positive Fractions** (1 cr.) - Includes operations and problem solving with proper fractions, improper fractions, and mixed numbers without the use of a calculator. Emphasizes applications and includes U. S. customary units of measure. Credit is not applicable toward graduation. Lecture 1 hour per week. Prerequisite: Qualifying placement score

**MTE 2 Operations with Positive Decimals and Percents** (1 cr.) - Includes operations and problem solving with positive decimals and percents. Emphasizes applications and includes U. S. customary and metric units of measure. Credit is not applicable toward graduation. Prerequisite: MTE 1 or qualifying placement score.Lecture 1 hour per week.

**MTE 3 Algebra Basics** (1 cr.) - Includes basic operations with algebraic expressions and solving simple algebraic equations using signed numbers with emphasis on applications. Credit is not applicable toward graduation. Prerequisite: MTE 2 or qualifying placement score. Lecture 1 hour per week.

**MTE 4 First Degree Equations and Inequalities in One Variable** (1 cr.) - Includes solving first degree equations and inequalities containing one variable, and using them to solve application problems. Emphasizes applications and problem solving. Credit is

not applicable toward graduation. Prerequisite: MTE 3 or qualifying placement score.Lecture 1 hour per week.

**MTE 5 Linear Equations, Inequalities and Systems of Linear Equations in Two Variables** (1 cr.) - Includes finding the equation of a line, graphing linear equations and inequalities in two variables and solving systems of two linear equations. Emphasizes writing and graphing equations using the slope of the line and points on the line, and applications. Credit is not applicable toward graduation. Prerequisite: MTE 4 or qualifying placement score. Lecture 1 hour per week.

**MTE 6 Exponents, Factoring and Polynomial Equations** (1 cr.) - The student will learn to perform operations on exponential expressions and polynomials. Students will also learn techniques to factor polynomials and use these techniques to solve polynomial equations. Emphasis should be on learning all the different factoring methods, and solving application problems using polynomial equations. Credit is not applicable toward graduation. Prerequisite: MTE 5 or qualifying placement score. Lecture 1 hour per week.

**MTE 7 Rational Expressions and Equations** (1 cr.) - Includes simplifying rational algebraic expressions, solving rational algebraic equations and solving applications that use rational algebraic equations. Credit is not applicable toward graduation. Prerequisite: MTE 6 or qualifying placement score.Lecture 1 hour per week.

**MTE 8 Rational Exponents and Radicals** (1 cr.) - Includes simplifying radical expressions, using rational exponents, solving radical equations and solving applications using radical equations. Credit is not applicable toward graduation. Prerequisite: MTE 7 or qualifying placement score.. Lecture 1 hour per week.

**MTE 9 Functions, Quadratic Equations and Parabolas** (1 cr.) - Includes an introduction to functions in ordered pair, graph, and equation form. Also introduces quadratic functions, their properties and their graphs. Credit is not applicable toward graduation. Prerequisite: MTE 8 or qualifying placement score.Lecture 1 hour per week.

## Mathematics (MTH)

**MTH 103-104 Applied Technical Mathematics I-II** (3 cr.) (3 cr.) - Presents a review of arithmetic, and teaches elements of algebra, geometry, and trigonometry. Directs applications to specialty areas. Prerequisites: a placement recommendation for **MTH 103** and one unit of high school mathematics or equivalent. Lecture 3 hours per week.

**MTH 120 Introduction to Mathematics** (3 cr.) - Introduces number systems, logic, basic algebra, systems of equations, and descriptive statistics. Intended for occupational/technical programs. Prerequisites: a placement recommendation for MTH 120 and one unit of high school mathematics or equivalent. Lecture 3 hours per week.

**MTH 126 Mathematics for Allied Health** (2 cr.) - Presents scientific notation, precision and accuracy, decimals and percents,

ratio and proportion, variation, simple equations, techniques of graphing, use of charts and tables, logarithms, and the metric system. Prerequisites: a placement recommendation for MTH 126 and one unit of high school mathematics or equivalent. Lecture 2 hours per week.

**MTH 141 Business Mathematics I (3 cr.)** - Provides instruction, review, and drill in percentage, cash and trade discounts, mark-up, payroll, sales, property and other taxes, simple and compound interest, bank discounts, loans, investments, and annuities. Prerequisites: Competency in Math Essentials MTE 1-3 as demonstrated through the placement and diagnostic tests, or by satisfactorily completing the required MTE units or equivalent. Part I of II. Lecture 3 hours per week.

**MTH 146 Introduction to Elementary Statistics (3 cr.)** - Introduces the methods of statistics including sampling from normally distributed populations, estimation, regression, testing of hypotheses, point and interval estimation methods. Prerequisites: a placement recommendation for MTH 146 and Algebra I or equivalent. Lecture 3 hours per week.

**MTH 151 Mathematics for the Liberal Arts I (3 cr.)** - Presents topics in sets, logic, numeration systems, geometric systems, and elementary computer concepts. Prerequisites: a placement recommendation for MTH 151 and Algebra I, Algebra II and geometry or equivalent. Lecture 3 hours per week.

**MTH 152 Mathematics for the Liberal Arts II (3 cr.)** - Presents topics in functions, combinatorics, probability, statistics and algebraic systems. Prerequisites: a placement recommendation for MTH 152 and Algebra I, Algebra II and geometry or equivalent. Lecture 3 hours per week.

**MTH 154 Quantitative Reasoning: (3 cr.)** - Presents topics in proportional reasoning, modeling, financial literacy and validity studies (logic and set theory). Major emphasis is on the process of taking a real-world situation, identifying the mathematical foundation needed to address the problem, solving the problem and applying what is learned to the original situation. Prerequisite: Competency in MTE 1-5 as demonstrated through placement or unit completion or equivalent or Corequisite: MCR 4: Learning Support for Quantitative Reasoning. Lecture: 3 hours per week.

**MTH 155 Statistical Reasoning (3 cr.)** - Presents elementary statistical methods and concepts including visual data presentation, descriptive statistics, probability, estimation, hypothesis testing, correlation, and linear regression. Emphasis is placed on the development of statistical thinking, simulation, and the use of statistical software. Prerequisite: Competency in MTE 1-5 as demonstrated through placement or unit completion or equivalent or Co-requisite: MCR 5 Learning Support for Statistical Reasoning. (Credit will not be awarded for both MTH 155 Statistical Reasoning and MTH 245: Statistics I.) Lecture: 3 hours per week.

**MTH 157 Elementary Statistics (3 cr.)** - Presents elementary statistics, estimation, hypothesis testing, linear regression, and categorical data analysis. (Credit will not be awarded for both MTH 157 and MTH 241 or MTH 157.) Prerequisites: Algebra I, Algebra

II and Geometry, and a placement recommendation for MTH 157. Lecture 3-4 hours per week.

**MTH 161 Precalculus I (3 cr.)** - Presents topics in power, polynomial, rational, exponential, and logarithmic functions, and systems of equations. Prerequisite: Competency in MTE 1-9 as demonstrated through placement or unit completion or equivalent. Lecture 3 hours per week. Credit will not be awarded for both MTH 161: Precalculus I and 167: Precalculus w/ Trig or equivalent.

**MTH 162 Precalculus II (3 cr.)** - Presents trigonometry, trigonometric applications including Law of Sines and Cosines, and an introduction to conics. Prerequisite: Placement or completion of MTH 161: Precalculus I or equivalent with a grade of C or better. Lecture 3 hours per week. Credit will not be awarded for both MTH 162: Precalculus II and 167: Precalculus w/ Trig or equivalent.

**MTH 167 Precalculus with Trigonometry (5 cr.)** - Presents topics in power, polynomial, rational, exponential, and logarithmic functions, systems of equations, trigonometry, trigonometric applications, including Law of Sines and Cosines, and an introduction to conics. Prerequisite: Competency in MTE 1-9 as demonstrated through placement or unit completion or equivalent. Lecture 5 hours per week. Credit will not be awarded for both MTH 167: Precalculus w/ Trig and 161/162: Precalculus I and II, or equivalent.

**MTH 240 Statistics (3 cr.)** - Presents an overview of statistics, including descriptive statistics, elementary probability, probability distributions, estimation, hypothesis testing, and correlation and regression. Prerequisites: a placement recommendation for MTH 240 and successful completion of MTH 158, MTH 163, MTH 166, or equivalent. Lecture 3 hours per week.

**MTH 245 Statistics I: (3 cr.)** - Presents an overview of statistics, including descriptive statistics, elementary probability, probability distributions, estimation, hypothesis testing, correlation, and linear regression. Prerequisite: Placement or completion of MTH 154: Quantitative Reasoning or MTH 161: Precalculus I or equivalent with a grade of C or better. (Credit will not be awarded for both MTH 155: Statistical Reasoning and MTH 245: Statistics I.) Lecture: 3 hours per week.

**MTH 246 Statistics II: (3 cr.)** - Continues the study of estimation and hypothesis testing with emphasis on advanced regression topics, experimental design, analysis of variance, chi-square tests, and non-parametric methods. Prerequisite: Completion of MTH 245: Statistics I or equivalent with a grade of C or better. Lecture: 3 hours per week.

**MTH 261 Applied Calculus I (3 cr.)** - Introduces limits, continuity, differentiation and integration of algebraic, exponential and logarithmic functions, and techniques of integration with an emphasis on applications in business, social sciences, and life sciences. Prerequisite: Placement or completion of MTH 161: Precalculus I or equivalent with a grade of C or better. Lecture 3 hours per week.

**MTH 262 Applied Calculus II (3 cr.)** - Covers techniques



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of integration, an introduction to differential equations and multivariable calculus, with an emphasis throughout on applications in business, social sciences, and life sciences. Prerequisite: Completion of MTH 261: Applied Calculus I or equivalent with a grade of C or better. Lecture 3 hours per week.

**MTH 263 Calculus I** (4 cr.) - Presents concepts of limits, derivatives, differentiation of various types of functions and use of differentiation rules, application of differentiation, antiderivatives, integrals and applications of integration. Prerequisite: Placement or completion of MTH 167: Precalculus with Trig or MTH 161/162 Precalculus I/II or equivalent with a grade of C or better. Lecture 4 hours per week.

**MTH 264 Calculus II** (4 cr.) - Continues the study of calculus of algebraic and transcendental functions including rectangular, polar, and parametric graphing, indefinite and definite integrals, methods of integration, and power series along with applications. Designed for mathematical, physical, and engineering science programs. Prerequisite: Completion of MTH 263: Calculus I or equivalent with a grade of C or better. Lecture 4 hours per week.

**MTH 265 Calculus III** (4 cr.) - Focuses on extending the concepts of function, limit, continuity, derivative, integral and vector from the plane to the three dimensional space. Topics include vector functions, multivariate functions, partial derivatives, multiple integrals and an introduction to vector calculus. Designed for mathematical, physical, and engineering science programs. Prerequisite: Completion of MTH 264: Calculus II or equivalent with a grade of C or better. Lecture 4 hours per week.

**MTH 266 Linear Algebra** (3 cr.) - Covers matrices, vector spaces, determinants, solutions of systems of linear equations, basis and dimension, eigenvalues, and eigenvectors. Designed for mathematical, physical and engineering science programs. Prerequisite: Completion of MTH 263: Calculus I or equivalent with a grade of B or better or MTH 264: Calculus II or equivalent with a grade of C or better. Lecture 3 hours per week.

**MTH 267 Differential Equations** (3 cr.) - Introduces ordinary differential equations. Includes first order differential equations, second and higher order ordinary differential equations with applications, and numerical methods. Prerequisite: MTH 264: Calculus II or equivalent with a grade of C or better. Lecture 3 hours per week.

**MTH 285 - Linear Algebra** (3 cr.) - Covers matrices, vector spaces, determinants, solutions of systems of linear equations, basis and dimension, Eigen values, and Eigen vectors. Designed for mathematical, physical and engineering science programs. Prerequisite: MTH 174 or equivalent. Lecture 3 hours per week

**MTH 286 Discrete Mathematics** (4 cr.) - Presents topics in discrete mathematical structures which are basic tools used in computer science. Covers sets, Boolean algebra, counting methods, generating functions and recurrence relations, graph theory, trees, and an introduction to finite state automata. Designed

for mathematical, physical, and engineering science programs. Prerequisite: MTH 174 or equivalent. Lecture 4 hours per week..

## Music (MUS)

**MUS 121 Music Appreciation I** (3 cr.) - Increases the variety and depth of the student's interest, knowledge, and involvement in music and related cultural activities. Acquaints the student with traditional and twentieth century music literature, emphasizing the relationship music has as an art form with man and society. Increases the student's awareness of the composers and performers of all eras through listening and concert experiences. Lecture 3 hours per week.

**MUS 137 Chorus Ensemble** (1-2 credits). Ensemble consists of performance from the standard repertoires, including study of ensemble techniques and interpretation. May be repeated for credit. Credits 1-2. Laboratory 3-6 hours per week.

**MUS 149 Band Ensemble** (1 cr.); **MUS 249 Band Ensemble** (1 cr.) - Ensemble consists of performance from the standard repertoires, including study of ensemble techniques and interpretation. Students will participate in rehearsals and performances of the Wytheville Community College Concert Band. WCC Concert Band membership and registration for college credit restricted to adults who play band instruments and to selected high school students with documented recommendation of high school band director and concurrent enrollment in high school band. Written permission of principal also required for high school student registration in any college course. Registration for college credit not required for WCC Concert Band membership. May be repeated for credit. Laboratory 3 hours per week.

## Natural Science (NAS)

**NAS 131 - Astronomy I** (4 cr.) - Studies the major and minor bodies of the solar system, stars and nebulae of the milky way, and extragalactic objects. Examines life and death of stars, origin of the universe, history of astronomy, and instruments and techniques of observation. Part I of II. Lecture 3 hours per week. Recitation and laboratory 3 hours per week. Total 6 hours per week.

**NAS 132 - Astronomy II** (4 cr.) - Studies the major and minor bodies of the solar system, stars and nebulae of the milky way, and extragalactic objects. Examines life and death of stars, origin of the universe, history of astronomy, and instruments and techniques of observation. Part II of II. Lecture 3 hours per week. Recitation and laboratory 3 hours per week. Total 6 hours per week.

**NAS 150 Human Biology** (3 cr.) - Surveys the structure and function of the human body. Applies principally to students who are not majoring in the health or science fields. Lecture 3 hours per week.

**NAS 161 Health Science I** (4 cr.) - Presents an integrated approach to human anatomy and physiology, microbiology, and pathology. Includes chemistry and physics as related to health sciences. Part I of II. Lecture 3 hours per week. Recitation and laboratory 3 hours per week. Total 6 hours per week.



**NAS 162 Health Science II (4 cr.)** - Presents an integrated approach to human anatomy and physiology, microbiology, and pathology. Includes chemistry and physics as related to health sciences. Part II of II. Lecture 3 hours per week. Recitation and laboratory 3 hours per week. Total 6 hours per week.

**NAS 195 Topics In Upper Extremity Anatomy & Kinesiology (1 cr.)** - Provides an opportunity to explore topical areas of interest to or needed by students. Lecture 1 hour per week.

## Nursing (NUR)

**NUR 27 Nursing Assistant (3 cr.)** - Teaches fundamentals of patient care with laboratory experience in foods and fluids, elimination, moving patients, morning, afternoon, and evening care, care of hospital equipment, means of providing special comforts and safety, and admission and discharge procedures. Lecture 2 hours. Laboratory 4 hours. Total 6 hours per week.

**NUR 31 Nursing Assistant Advanced (3 cr.)** - Focuses on theory and laboratory experiences in asepsis, sterile techniques, tube feedings, and other skills required by nursing assistants in geriatric and psychiatric facilities. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

**NUR 106 Nursing Principles and Health Assessment (6 cr.)** Pre- or corequisite [BIO 141](#), [NUR 135](#), [NUR 161](#). Introduces principles of nursing, health and wellness concepts, and the nursing process. Identifies nursing strategies to meet the needs of individuals across the lifespan based on Maslow's Hierarchy of Needs. Content includes basic principles of medication administration, math computation skills, nutrition, sleep and rest, growth and development, documentation, elimination, oxygenation and communication. Acquisition of a health history and physical assessment are taught incorporating lifespan concepts. Provides supervised learning experiences in college nursing laboratories and/or cooperating agencies. Lecture 4 hours. Laboratory 6 hours. Total 10 hours per week.

**NUR 115 LPN Transition (5 cr.)** - Prerequisites successful completion of an LPN program, [BIO 141-142](#) and completion of 80% of general education credits. Introduces the role of the registered nurse through concepts and skill development in the discipline of professional nursing. This course serves as a bridge course for licensed practical nurses and is based upon individualized articulation agreements, mobility exams, or other assessment criteria as they relate to local programs and service areas. Includes math computational skills and basic computer instruction related to the delivery of nursing care. Lecture 4 hours per week. Laboratory 3 hours per week. Total 7 hours per week.

**NUR 135 Drug Dosage Calculations (1 cr.)** - Focuses on apothecary, metric, household conversion in medication dosage calculation for adult and pediatric clients. Provides a practical approach to learning to calculate and prepare medications and solutions. Includes calculating intravenous flow rates. May be offered as home study or hybrid online course. Lecture 1 hour per week.

**NUR 137 - Principles of Pharmacology II (1 cr.)** - Continues discussion on principles of medication administration which include dosage calculations, major drug classifications, drug legislation, legal aspects of medication administration, drug action on specific body systems, and basic computer applications. Lecture 1 hour per week.

**NUR 161 Nursing Perspectives (1 cr.)** - Teaches the philosophy and curricular framework of the nursing program. Explores the dimensions of the discipline of nursing. Includes historical aspects and selected current trends, ethical/legal issues, and responsibilities of the associate degree nurse. Lecture 1 hour per week.

**NUR 190 - Coordinated Internship (Nursing I) (1 cr.)** - Prerequisite or corequisite [NUR 106](#) or [NUR 115](#). Supervises on-the-job training in selected business, industrial or service firms coordinated by the college. Clinical/practice ratio is 1:3 hours. May be repeated for credit. Laboratory 3 hours per week.

**NUR 190 - Coordinated Internship (Nursing II) (1 cr.)** - Prerequisite or corequisite [NUR 106](#), [NUR 218](#), or [NUR 115](#). Supervises on-the-job training in selected business, industrial or service firms coordinated by the college. Clinical/practice ratio is 1:3 hours. May be repeated for credit. Laboratory 3 hours per week.

**NUR 190 - Coordinated Internship (Nursing III) (1 cr.)** - Prerequisite or corequisite [NUR 106](#), [NUR 218](#), or [NUR 115](#). Supervises on-the-job training in selected business, industrial or service firms coordinated by the college. Clinical/practice ratio is 1:3 hours. May be repeated for credit. Laboratory 3 hours per week.

**NUR 195 - Topics In Geriatric Nursing (1 cr.)** - Provides an opportunity to explore topical areas of interest to or needed by students. May be used also for special honors courses. May be repeated for credit. Variable hours. Lecture 1 hour per week.

**NUR 198 - Seminar and Project (1 cr.)** - Requires completion of a project or research report related to the student's occupational objectives and a study of approaches to the selection and pursuit of career opportunities in the field. May be repeated for credit. Variable hours.

**NUR 218 Integrated Concepts IV (8 cr.)** - Prerequisites [BIO 141](#), [NUR 106](#), [NUR 161](#), [NUR 135](#), [NUR 190](#). Corequisite [BIO 142](#). Utilizes the concepts of the nursing process in caring for individuals and families in the antepartum, intrapartum, and postpartum periods and focuses on the care of individuals and families requiring psychiatric and mental health clinical treatment including alteration in behavior, eating disorders, mood disorders, anxiety disorders, chemical dependency, dementia, and schizophrenia. Includes math computational skills and basic computational instruction related to delivery of nursing care. Provides supervised learning experiences in college nursing laboratories and/or cooperating agencies. Lecture: 6 hours. Laboratory: 6 hours. Total hours: 12 hours per week.

**NUR 221 Second Level Nursing Principles and Concepts I (9 cr.)** Prerequisites [NUR 106](#), [NUR 161](#), [NUR 135](#), [NUR 218](#), [NUR 137](#), (or [NUR 115](#)), [NUR 190 I](#), [NUR 190 II](#), [NUR 190 III](#),

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**NUR 195, BIO 141 & 142.** Co-requisite: **NUR 236, NUR 226.** Focuses on nursing care of individuals, families, and/or groups with multidimensional needs in a variety of settings. Uses all components of the nursing process with increasing degrees of skill. Includes math computational skills and basic computer instruction related to the delivery of nursing care related to infectious, immunological, oncological, hematological, gastrointestinal, vascular, sensory, genitourinary, musculoskeletal, regulatory, endocrine, and women's health disorders and pre/intra/post operative care. Provides supervised learning experiences in college nursing laboratories and/or cooperating agencies. Lecture 5 hours. Laboratory 12 hours. Total 17 hours per week.

**NUR 222 Second Level Nursing Principles and Concepts II (10 cr.)** Prerequisites **NUR 106, NUR 161, NUR 135, NUR 218, NUR 137, (or NUR 115), NUR 190 I, NUR 190 II, NUR 190 III, NUR 195, NUR 221, NUR 226, NUR 236, BIO 141 & 142.** Co-requisite: **BIO 150, NUR 237, NUR 254, NUR 295.** Focuses on nursing care of individuals, families, and/or groups with multidimensional needs in a variety of settings. Uses all components of the nursing process with increasing degrees of skill. Includes math computational skills and basic computer instruction related to the delivery of nursing care related to cardiac, respiratory, neurological disorders; emergency care, and leadership principles. Provides supervised learning experiences in college nursing laboratories and/or cooperating agencies. Lecture 5 hours. Laboratory 15 hours. Total 20 hours per week.

**NUR 226 Health Assessment (3 cr.)** - Prerequisites **BIO 141-142, NUR 106, NUR 161, NUR 135, NUR 218** or permission of instructor. Corequisite **NUR 221.** Introduces the systematic approach to obtaining a health history and performing a physical assessment. Lecture 1 hour per week. Laboratory 6 hours. Total 7 hours per week. May be offered as hybrid online course.

**NUR 236 Principles of Pharmacology III (1 cr.)** - Prerequisites **NUR 106, NUR 161, NUR 135, NUR 137, NUR 218.** Corequisites **NUR 221, NUR 226.** and **BIO 150** or permission of the instructor. Teaches principles of medication and administration which include dosage calculations, major drug classifications, drug legislation, legal aspects of medication administration, and drug action on specific body systems. Lecture 1 hours per week. May be offered as an online course.

**NUR 237 - Principles of Pharmacology IV (1 cr.)** - Prerequisites **NUR 106, NUR 161, NUR 135, NUR 218, NUR 137, (or NUR 115), NUR 190 I, NUR 190 II, NUR 190 III, NUR 195, NUR 221, NUR 226, NUR 236, BIO 141 & 142.** Co-requisite: **NUR 222.** Teaches principles of medication and administration which include dosage calculations, major drug classifications, drug legislation, legal aspects of medication administration, and drug action on specific body systems. Part II of II. Lecture 1 hour per week.

**NUR 254 - Dimensions of Professional Nursing (1 cr.)** - Explores the role of the professional nurse. Emphasizes nursing organizations, legal and ethical implications, and addresses trends in management and organizational skills. Explores group dynamics, relationships, conflicts, and leadership styles. Lecture 1 hours

per week.

**NUR 295- Topics in NCLEX-RN Prep (1-5 cr.)** - Provides an opportunity to explore topical areas of interest to or needed by students. Additionally, the purpose of NUR 295 will be for students to prepare for topics of NCLEX-RN.

**NUR 299 - Supervised Study (1 cr.)** - Assigns problems for independent study incorporating previous instruction and supervised by the instructor. May be repeated for credit. Lecture 1 hour per week.

## Public Health (PBH)

**PBH 100 Introduction to Public Health (3 cr.)** - Provides an introduction to public health topics such as biostatistics, epidemiology, environmental and occupational health, behavioral health and violence, health program planning, health policy and administration, and ethics. Examines the organization and basic administration of health systems, as well as legal issues involved in the practice of public health. Lecture 3 hours per week.

**PBH 110 Introduction to Health and Disease (3 cr.)** - Provides an introduction to the fundamentals of general pathophysiology of disease processes. Presents causes, signs and symptoms, incidence, treatment, program planning and patient teaching of disease processes. Explores from the public health perspective chronic diseases such as obesity, cardiovascular disease, hypertension, cancer and osteoporosis. Lecture 3 hours per week

**PBH 120 Principles of Epidemiology (3 cr.)** - Provides an introduction to the principles and methods for determining disease transmission, distribution, occurrence, and detection of communicable and non-communicable diseases and injury within a population. Examines a public health perspective of the nature, transmission and control/prevention of diseases. Lecture 3 hours per week.

**PBH 130 Nutrition for Public Health (3 cr.)** - Provides an introduction to the basic concepts of nutrition and nutritional principles across the lifespan. Features the fundamentals of normal nutrition, carbohydrates, proteins, fats, vitamins, minerals and their roles in human metabolism and weight management. Discusses public health initiatives to provide nutrition education. Lecture 3 hours per week.

**PBH 140 Environmental and Occupational Health (3 cr.)** - Provides an introduction to environmental health risk assessment/risk management and occupational health and safety. Examines organizations that research, manage, and regulate occupational health and safety. Reviews the appropriate measures needed to lower the risk of exposure to various chemical and biological threats to human health. Lecture 3 hours per week.

**PBH 150 Global Health (3 cr.)** - Provides an introduction to current and emergent issues that affect the health of the general population, measures taken to address the disease burden, and indicators and/or tools used to assess population health. Examines agencies and organizations involved in international health, the impact of the environment and politics on health, and the relation-

ship between health and human rights. Lecture 3 hours per week.

## Physical Education and Recreation (PED)

**PED 101 Fundamentals of Physical Activity I** (1-2 cr.) - Presents principles underlying the components of physical fitness. Utilizes conditioning activities involving cardiovascular strength and endurance, respiratory efficiency, muscular strength, and flexibility. May include fitness assessment, nutrition and weight control information, and concepts of wellness. Part I of II. Lecture 0-1 hours. Laboratory 2-4 hours. Total 2-4 hours per week.

**PED 102 Fundamentals of Physical Activity II** (1-2 cr.) - Presents principles underlying the components of physical fitness. Utilizes conditioning activities involving cardiovascular strength and endurance, respiratory efficiency, muscular strength, and flexibility. May include fitness assessment, nutrition and weight control information, and concepts of wellness. Part II of II. Lecture 0-1 hours. Laboratory 2-4 hours. Total 2-4 hours per week.

**PED 107 Exercise and Nutrition I** (1-2 cr.) - Provides for the study and application of fitness and wellness and their relationship to a healthy lifestyle. Defines fitness and wellness, evaluates the student's level of fitness and wellness. Students will incorporate physical fitness and wellness into the course and daily living. A personal fitness/wellness plan is required for the 2-credit course. Part I of II. Lecture 0-1 hours. Laboratory 2-4 hours. Total 2-4 hours per week.

**PED 108 Exercise and Nutrition II** (1-2 cr.) - Provides for the study and application of fitness and wellness and their relationship to a healthy lifestyle. Defines fitness and wellness, evaluates the student's level of fitness and wellness. Students will incorporate physical fitness and wellness into the course and daily living. A personal fitness/wellness plan is required for the 2 credit course. Part I of II. Lecture 0-1 hours. Laboratory 2-4 hours. Total 2-4 hours per week.

**PED 109 - Yoga** (1-2 cr.) - Focuses on the forms of yoga training emphasizing flexibility. Lecture 0-1 hours. Laboratory 2-4 hours. Total 2-4 hours per week.

**PED 111 Weight Training I** (1-2 cr.) - Focuses on muscular strength and endurance training through individualized workout programs. Teaches appropriate use of weight training equipment. Part I of II. Lecture 0-1 hours. Laboratory 2-4 hours. Total 2-4 hours per week.

**PED 112 Weight Training II** (1-2 cr.) - Focuses on muscular strength and endurance training through individualized workout programs. Teaches appropriate use of weight training equipment. Part II of II. Lecture 0-1 hours. Laboratory 2-4 hours. Total 2-4 hours per week.

**PED 113 Lifetime Activities I** (1-2 cr.) - Presents lifetime sports and activities. Teaches skills and methods of lifetime sports and activities appropriate to the local season and facilities available. Part I of II. Lecture 0-1 hours. Laboratory 2-4 hours. Total 2-4 hours per week.

**PED 114 Lifetime Activities II** (1-2 cr.) - Presents lifetime sports

and activities. Teaches skills and methods of lifetime sports and activities appropriate to the local season and facilities available. Part II of II. Lecture 0-1 hours. Laboratory 2-4 hours. Total 2-4 hours per week.

**PED 116 Lifetime Fitness and Wellness** (1-2 cr.) - Provides a study of fitness and wellness and their relationship to a healthy lifestyle. Defines fitness and wellness, evaluates the student's level of fitness and wellness, and motivates the student to incorporate physical fitness and wellness into daily living. A personal fitness/wellness plan is required for the 2-credit course. Lecture 0-1 hours. Laboratory 2-4 hours. Total 2-4 hours per week.

**PED 117 Fitness Walking** (1 cr.) - Teaches content and skills needed to design, implement, and evaluate an individualized program of walking, based upon fitness level. Laboratory 2 hours per week.

**PED 118 Baseball Fundamentals I** (1-2 cr.) - Enhances the mental and physical ability of students for playing the sport of baseball. Introduces skills of weight training, flexibility, fielding, throwing, hitting, pitching, and position play. Explains the history of the sport and provides students an understanding of and respect for the game and its role in society. Lecture 0-1 hours. Laboratory 2-4 hours. Total 2-4 hours per week.

**PED 119 Baseball Fundamentals II** (1-2 cr.) - Continues to enhance the mental and physical ability of students for playing the sport of baseball. Continues to teach the skills necessary to play the sport. Provides students with the opportunity to evaluate, train, and coach players in order to enhance others' playing abilities. Provides an understanding of the multiple processes involved in forming a baseball team. Lecture 0-1 hours. Laboratory 2-4 hours. Total 2-4 hours per week.

**PED 121-122 Racketball I-II** (1-2 cr.) (1-2 cr.) - Teaches racketball skills and strategies for team and individual play. Includes terminology, scoring, etiquette, equipment selection, and safety. Lecture 1-2 hours. Laboratory 0-2 hours. Total 1-3 hours per week.

**PED 123 Tennis I** (1-2 cr.) - Teaches tennis skills with emphasis on stroke development and strategies for individual and team play. Includes rules, scoring, terminology, and etiquette. Part I of II. Lecture 0-1 hours. Laboratory 2-4 hours. Total 2-4 hours per week.

**PED 129 - Self-Defense** (1-2 cr.) - Examines history, techniques, and movements associated with self-defense. Introduces the skills and methods of self-defense emphasizing mental and physical discipline. Lecture 0-1 hours. Laboratory 2-4 hours. Total 2-4 hours per week.

**PED 133 Golf I** (1 cr.) - Teaches basic skills of golf, rules, etiquette, scoring, terminology, equipment selection and use, and strategy. Two contact hours per week.

**PED 141-142 Swimming I-II** (1-2 cr.) (1-2 cr.) - Introduces skills and methods of swimming strokes. Focuses on safety and physical conditioning. Lecture 1-2 hours. Laboratory 0-2 hours. Total 1-3



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hours per week.

**PED 147 Hiking** (1-2 cr.) - Introduces physical and mental benefits of walking or hiking as a form of physical exercise. Skills developed include how to plan for a hike, what to take, and how to select a trail relative to individual abilities. Provides hiking opportunities to explore local regions. Develops awareness of safety, weather, and ecological considerations. Laboratory 2-4 hours per week.

**PED 150 Soccer** (1-2 cr.) - Emphasizes soccer skills and techniques, strategies, rules, equipment, and physical conditioning. Lecture 0-1 hours. Laboratory 2-4 hours. Total 2-4 hours per week.

**PED 152 Basketball** (1-2 cr.) - Introduces basketball skills, techniques, rules, and strategies. Lecture 0-1 hours. Laboratory 2-4 hours. Total 2-4 hours per week.

**PED 154 Volleyball** (1-2 cr.) - Introduces skills, techniques, strategies, rules, and scoring. Lecture 0-1 hours. Laboratory 2-4 hours. Total 2-4 hours per week.

**PED 156 Softball** (1-2 cr.) - Emphasizes skills, techniques, strategies, rules. Lecture 0-1 hours. Laboratory 2-4 hours. Total 2-4 hours per week.

**PED 157 Soccer II** (1-2 cr.) - Emphasizes advanced soccer skills and techniques, strategies, rules, equipment, and physical conditioning. Prerequisite: [PED 150](#). Lecture 0-1 hours. Laboratory 2 hours. Total 2-3 hours per week.  
1-2 credits

**PED 173 Rock Climbing and Rappelling** (1-2 cr.) - Presents techniques and skills of climbing and rappelling with emphasis on safety, equipment, skills in knot typing, terminology and physical conditioning. Lecture 0-1 hours. Laboratory 2-4 hours. Total 2-4 hours per week.

**PED 177 Basic Canoeing** (1-2 cr.) - Introduces basic canoeing techniques, selection and care of equipment, terminology, safety procedures, and navigating currents. Lecture 0-1 hours. Laboratory 2-3 hours. Total 2-4 hours per week.

**PED 181 Downhill Skiing I** (1 cr.) - Teaches basic skills of downhill skiing; selection and use of equipment; terminology and safety rules. Includes field experience. Laboratory 2 hours per week.

**PED 183-184 Outdoor Adventure I-II** (1-2 cr.) (1-2 cr.) - Introduces outdoor adventure activities with emphasis on basic skills, preparation, personal and group safety, equipment selection and use, ecology, and field experience. Part I of II. Lecture 0-1 hours. Laboratory 2-4 hours. Total 2-4 hours per week.

**PED 187 Backpacking** (1-2 cr.) - Focuses on the preparation for backpacking trip, equipment, and clothing selection, personal and group safety, ecology, and physical conditioning. Includes field experience. Lecture 0-1 hours. Laboratory 2-4 hours. total 2-4 hours per week.

**PED 188 Freshwater Fishing** (1-2 cr.) - Teaches freshwater fishing techniques including spinning, bait casting, and fly casting. Presents selection and care of equipment, fish habits, conservation, and safety. Lecture 0-1 hours. Laboratory 2-4 hours. Total 2-4 hours per week.

## Philosophy (PHI)

**PHI 101 Introduction to Philosophy I** (3 cr.) - Introduces a broad spectrum of philosophical problems and perspectives with an emphasis on the systematic questioning of basic assumptions about meaning, knowledge, reality, and values. Lecture 3 hours per week.

**PHI 220 Ethics** (3 cr.) - Provides a systematic study of representative ethical systems. Lecture 3 hours per week.

**PHI 227 Bio-Medical Ethics** (3 cr.) - Examines the ethical implications of specific bio-medical issues in the context of major ethical systems. Lecture 3 hours per week.

## Physics (PHY)

**PHY 121 - Principles of Physics I** (4 cr.) - Covers fundamental principles of physics. Includes mechanics, thermodynamics, wave phenomena, electricity and magnetism, and selected topics from modern physics. Prerequisites 2 units of high school algebra and one unit of high school geometry or equivalent. Part I of II. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

**PHY 122 - Principles of Physics II** (4 cr.) - Covers fundamental principles of physics. Includes mechanics, thermodynamics, wave phenomena, electricity and magnetism, and selected topics from modern physics. Prerequisites 2 units of high school algebra and one unit of high school geometry or equivalent. Part II of II. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

**PHY 201 General College Physics I** (4 cr.) - Teaches fundamental principles of physics. Covers mechanics, thermodynamics, wave phenomena, electricity and magnetism, and selected topics in modern physics. Prerequisites: MTH 161 or MTH 115. Part I of II. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

**PHY 202 General College Physics II** (4 cr.) - Teaches fundamental principles of physics. Covers mechanics, thermodynamics, wave phenomena, electricity and magnetism, and selected topics in modern physics. Prerequisite: MTH 163. Part II of II. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

**PHY 241 University Physics I** (4 cr.) - Teaches principles of classical and modern physics. Includes mechanics, wave phenomena, heat, electricity, magnetism, relativity, and nuclear physics. Prerequisites: [MTH 173](#) or MTH 273 or divisional approval. Part I of II. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

**PHY 242 University Physics II** (4 cr.) - Teaches principles of classical and modern physics. Includes mechanics, wave phenomena, heat, electricity, magnetism, relativity, and nuclear physics. Prerequisites: [MTH 174](#) or MTH 274 or divisional approval. Part II of II. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.



## Political Science (PLS)

**PLS 130 - Basics of American Politics** (3 cr.) - Teaches basics of the operations of Congress, the presidency, and the federal court system. Includes civil liberties, citizenship, elections, political parties, and interest groups. Lecture 3 hours per week.

**PLS 135 - American National Politics** (3 cr.) - Teaches political institutions and processes of the national government of the United States, focuses on the Congress, presidency, and the courts, and on their inter-relationships. Gives attention to public opinion, suffrage, elections, political parties, interest groups, civil rights, domestic policy, and foreign relations. Lecture 3 hours per week.

**PLS 211-212 U.S. Government I-II** (3 cr.) (3 cr.) - Teaches structure, operation, and process of national, state, and local governments. Includes in-depth study of the three branches of the government and of public policy. Lecture 3 hours per week.

**PLS 241 - International Relations I** (3 cr.) - Teaches geographic, demographic, economic, ideological, and other factors conditioning the policies of countries and discusses conflicts and their adjustment. Lecture 3 hours per week.

**PLS 242 - International Relations II** (3 cr.) - Teaches foreign policies of the major powers in the world community with an emphasis on the role of the United States in international politics. Lecture 3 hours per week.

## Practical Nursing (PNE)

**PNE 130 Maternity Nursing** (4 cr.) - Teaches knowledge, understanding, and nursing skills related to the needs of women and other family members during all phases of childbearing. Presents abnormal conditions of pregnancy. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

**PNE 141-142 Nursing Skills I-II** (3 cr.) (3 cr.) - Studies principles as well as the performance of the procedures that are essential to the basic nursing care of patients. PNE 141 lecture 2 hours per week. PNE 141 laboratory 3 hours per week. PNE 141 total 5 hours per week. PNE 142 lecture 2 hours per week. PNE 142 laboratory 3 hours per week. PNE 142 total 5 hours per week.

**PNE 155 Body Structure and Function** (3 cr.) - Studies the structure and function of the body. Lecture 3 hours per week.

**PNE 157 Pediatrics** (5 cr.) - Teaches skills related to the needs and care of the newborn, well and sick children, and other family members. Discusses abnormal conditions of infants and children of all ages. Lecture 4 hours. Laboratory 3 hours. Total 7 hours per week.

**PNE 158 Mental Health and Psychiatric Nursing** (2 cr.) - Recognizes emotional needs of patients. Provides knowledge of the role that emotions play enabling students to understand their own behavior as well as patient behavior. Lecture 2 hours per week.

**PNE 161-162 Nursing in Health Changes I-II** (6 cr.) (11 cr.) -

Focuses on nursing situations and procedures necessary to assist individuals in meeting special needs related to human functions. Lecture 2-4 hours. Laboratory 12-21 hours. Total 14-25 hours per week.

**PNE 173 Pharmacology** (2 cr.) - Studies history, classification, sources, effects, uses and legalities of drugs. Teaches problem-solving skills used in determining doses of drugs. Emphasizes major drug classes and specific agents within each class. Presents preparation and administration of medications. Lecture 2 hours per week.

**PNE 181 Clinical Experience I** (5 cr.) - Provides guided nursing experiences in the hospital setting. Practices skills and applies principles of nursing in basic areas. Includes supervision in administration of medicines. Encourages students to develop basic skills in analyzing patient needs and making nursing decisions. Laboratory 15 hours per week.

## Psychology (PSY)

**PSY 120 Human Relations** (3 cr.) - Introduces the theory and practice of effective human relations. Increases understanding of self and others and interpersonal skills needed to be a competent and cooperative communicator. Lecture 3 hours per week.

**PSY 200 Principles of Psychology** (3 cr.) - Surveys the basic concepts of psychology. Covers the scientific study of behavior, behavioral research methods and analysis, and theoretical interpretations. Includes topics such as: physiological mechanisms, sensation/perception, motivation, learning, personality, psychopathology, therapy, and social psychology. Lecture 3 hours per week.

**PSY 215 Abnormal Psychology** (3 cr.) - Explores historical views and current perspectives of abnormal behavior. Emphasizes major diagnostic categories and criteria, individual and social factors of maladaptive behavior, and types of therapy. Includes methods of clinical assessment and research strategies. Prerequisite **PSY 200**. PSY 201 or PSY 202. Lecture 3 hours per week.

**PSY 216 Social Psychology** (3 cr.) - Examines individuals in social contexts, their social roles, group processes and intergroup relations. Includes topics such as small group behavior, social behavior, social cognition, conformity, attitudes, and motivation. Prerequisite **PSY 200**. PSY 201 or PSY 202.. Lecture 3 hours per week.

**PSY 230 Developmental Psychology** (3 cr.) - Studies the development of the individual from conception to death. Follows a life-span perspective on the development of the person's physical, cognitive, and psychosocial growth. Lecture 3 hours per week.

**PSY 231 - Life Span Human Development I** (3 cr.) - Investigates human behavior through the life cycle. Describes physical, cognitive, and psycho-social aspects of human development from conception to death. Part I of II. Lecture 3 hours per week. 3 credits. (fall and summer only)

**PSY 232 - Life Span Human Development II** (3 cr.) - Investigates human behavior through the life cycle. Describes physical,

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cognitive, and psycho-social aspects of human development from conception to death. Part II of II. Lecture 3 hours per week. 3 credits. (spring and summer only)

**PSY 235 Child Psychology** (3 cr.) - Studies development of the child from conception to adolescence. Investigates physical, intellectual, social and emotional factors involved in the child's growth. Lecture 3 hours per week.

**PSY 245 Educational Psychology** (3 cr.) - Explores human behavior and learning in the educational context. Investigates the nature of various mental characteristics such as intelligence, interest, and knowledge. Examines their measurement and appraisal and their significance for educational goals. Prerequisite **PSY 135, PSY 200**. Lecture 3 hours per week.

**PSY 250 Law Enforcement Psychology** (3 cr.) - Studies the psychology of police work in interpersonal or intergroup situations. Includes topics such as prejudice, suggestion, emotion, frustration, and aggression. Prerequisite **PSY 100, PSY 125**, or divisional approval. Lecture 3 hours per week.

**PSY 270 Psychology of Human Sexuality** (3 cr.) - Focuses on scientific investigation of human sexuality and psychological and social implications of such research. Considers socio-cultural influences, the physiology and psychology of sexual response patterns, sexual dysfunctions, and development of relationships. Prerequisites: **PSY 200, PSY 201** or **PSY 202**. Lecture 3 hours per week.

## Physical Therapist Assistant (PTH)

**PTH 105 Introduction to Physical Therapist Assisting** (3 cr.) - Corequisite: **PTH 110**. Introduces the physical therapist assistant student to the field of physical therapy practice and develops basic patient care skills for application in the initial clinical setting. Lecture 1 hour. Laboratory 4 hours. Total 5 hours.

**PTH 110 Medical Reporting** (2 cr.) - Corequisite: **PTH 105**. Emphasizes the principles of medical reporting, including the ability to abstract pertinent information from actual medical records. Includes the writing of patient progress notes in standardized formats and medical terminology. Lecture 2 hours per week.

**PTH 115 Kinesiology for the Physical Therapist Assistant** (4 cr.) - Prerequisites: **PTH 105, PTH 110**; Corequisite: **PTH 151**. Focuses on the relationship of specific joint structure and function, the role of individual muscles and groups of muscles and neurologic principles in both normal and pathological movement. The course includes a review of basic physics and biomechanical principles as applied to human movement. Specific posture and gait analysis are also included. Lecture 2 hours. Laboratory 4 hours. Total 6 hours per week.

**PTH 121 Therapeutic Procedures I** (5 cr.) - Prerequisites: **PTH 105, PTH 110**; Corequisite: **PTH 151**. Prepares students to properly and safely administer basic physical therapy procedures utilized by physical therapist assistants. The procedures include therapeutic modalities. Procedures may include therapeutic exercise, electrotherapy and cardiopulmonary rehabilitation. Part I of II. Lecture

3 hours. Laboratory 4 hours. Total 7 hours per week. Lecture 3 hours. Laboratory 4 hours. Total 7 hours per week.

**PTH 122 Therapeutic Procedures II** (5 cr.) - Prerequisites: **PTH 105, PTH 110, PTH 115, PTH 121**, and **PTH 151**. Prepares students to properly and safely administer basic physical therapy procedures utilized by physical therapist assistants. The procedures include therapeutic modalities. Procedures may include therapeutic exercise, electrotherapy and cardiopulmonary rehabilitation. Part II of II. Lecture 3 hours. Laboratory 4 hours. Total 7 hours per week.

**PTH 131 Clinical Education** (2 cr.) - Prerequisites: **PTH 105, PTH 110, PTH 115, PTH 121**, and **PTH 151**. Provides supervised instruction in the delivery of physical therapy in one of various clinical settings. Emphasizes the practice of all therapeutic skills learned in the first year, including direct patient care skills and all forms of communication. Laboratory 10 hours per week.

**PTH 151 Musculoskeletal Structure and Function** (5 cr.) - Prerequisites: **BIO 141, PTH 105, PTH 110**; Corequisite: **PTH 115, BIO 142**. Studies the human musculoskeletal system. Terms of position and movement, location and identification of specific bony landmarks, joint structure and design, ligaments, muscle origin, action and innervation, types of contraction are emphasized. Lecture 3 hours. Laboratory 4 hours. Total 7 hours.

**PTH 210 Psychological Aspects of Therapy** (2 cr.) - Prerequisites: **PTH 105, PSY 230**. Focuses on the psychological reactions and sociological impact of illness and injury in clients and their families, and among health care givers who work with them. Examines individual self-identity and the nature of changing client/therapist relations across the life span. Lecture 2 hours per week.

**PTH 225 Rehabilitation Procedures** (5 cr.) - Prerequisites: **PTH 105, PTH 110, PTH 115, PTH 121, PTH 151, PTH 210**, and **PTH 227**. Corequisites: **PTH 122, PTH 226**. Focuses on treatment techniques typical of long-term rehabilitation, e.g. the rehabilitation of congenital and neurological disorders and disfigurement associated with chronic injury and disease. Fundamental concepts related to neuroanatomy, neurophysiology, neural control, growth and development and neurorehab principles and other specialized techniques are emphasized. Lecture 3 hours. Laboratory 4 hours. Total 7 hours per week.

**PTH 226 Therapeutic Exercise** (4 cr.) - Prerequisites: **PTH 105, PTH 110, PTH 115, PTH 121, PTH 151, PTH 210**, and **PTH 227**. Corequisites: **PTH 122**. Emphasizes the basic principles underlying different approaches to exercise including rationale for treatment and teaching home programs. Lecture 3 hours. Laboratory 2 hours. Total 5 hours per week.

**PTH 227 Pathological Conditions** (3 cr.) - Prerequisites: **PTH 105, PTH 110, PTH 115**, and **PTH 151**. Presents specific pathologic conditions commonly seen in physical therapy. Emphasizes musculoskeletal and neurological system conditions, and all major body systems are represented. Lecture 3 hours per week.

**PTH 245 Professional Issues** (3 cr.) - Prerequisites: **PTH 105**,

PTH 110, PTH 115, PTH 121, PTH 122, PTH 151, PTH 210, PTH 226, and PTH 227. Corequisites: PTH 225. Examines the health care delivery system with regard to the current practice environment, federal and state influences, laws and regulations, practice guidelines and ethical considerations which affect the practice of physical therapy. Lecture 3 hours per week.

**PTH 251 Clinical Practicum I** (3 cr.) - Prerequisites: PTH 105, PTH 110, PTH 115, PTH 121, PTH 151, PTH 210, and PTH 227. Corequisites: PTH 122, PTH 226. Provides instruction in local health care facilities in the actual administration of physical therapy treatments under the supervision of licensed physical therapists. Provides experience in a variety of clinical settings. Laboratory 15 hours per week.

**PTH 252 Clinical Practicum II** (4 cr.) - Prerequisites: PTH 105, PTH 110, PTH 115, PTH 121, PTH 122, PTH 151, PTH 210, PTH 226, and PTH 227. Corequisites: PTH 225 and PTH 245. Provides instruction in local health care facilities in the actual administration of physical therapy treatments under the supervision of licensed physical therapists. Provides experience in a variety of clinical settings. Laboratory 16 hours per week.

## Respiratory Therapy (RTH)

**RTH 102 Integrated Sciences for Respiratory Care** (3 cr.) - Integrates the concepts of mathematics, chemistry, physics, microbiology, and computer technology as these sciences apply to the practices of respiratory care. Lecture 3 hours per week.

**RTH 110 Fundamental Theory and Procedures for Respiratory Care** (4 cr.) - Focuses on the development of basic respiratory care skills necessary to enter the hospital environment. Prerequisite: Completion of the Pre-Respiratory Therapy Career Studies Certificate and acceptance into pre-clinical courses. Lecture 2 hours. Laboratory 6 hours. Total 8 hours per week.

**RTH 112 Pathology of the Cardiopulmonary System** (3 cr.) - Presents pathophysiology of medical and surgical diseases with emphasis upon diseases of the cardiopulmonary system. Prerequisites: Successful completion of all curriculum courses offered during the first semester of the AAS degree in Respiratory Therapy. Lecture 3 hours per week.

**RTH 121 Cardiopulmonary Science I** (3 cr.) - Focuses on pathophysiology, assessment, treatment, and evaluation of patients with cardiopulmonary disease. Explores cardiopulmonary and neuromuscular physiology and pathophysiology. Lecture 3 hours per week.

**RTH 131 Respiratory Care Theory and Procedures I** (4 cr.) - Presents theory of equipment and procedures and related concepts used for patients requiring general acute and critical cardiopulmonary care. Prerequisites: Successful completion of all curriculum courses offered during the first semester of the AAS degree in Respiratory Therapy. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

**RTH 132 Respiratory Care Theory and Procedures II** (4 cr.) -

Presents theory of equipment and procedures and related concepts used for patients requiring general acute and critical cardiopulmonary care. Prerequisites: Successful completion of all curriculum courses offered during the first two semesters of the AAS degree in Respiratory Therapy. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

**RTH 135 Diagnostic and Therapeutic Procedures I** (2 cr.) - Focuses on the purpose, implementation, and evaluation of equipment, and procedures used in the diagnosis and therapeutic management of patients with cardiopulmonary disease. Explores baseline personal health as it relates to the development and recognition of respiratory diseases or disorders. Prerequisite: Completion of the Pre-Respiratory Therapy Career Studies Certificate and acceptance into pre-clinical courses. Lecture 1 hour per week. Laboratory 3 hours per week. Total 4 hours per week.

**RTH 145 Pharmacology for Respiratory Care I** (1 cr.) - Presents selection criteria for the use of, and detailed information on, pharmacologic agents used in pulmonary care. Prerequisite: Acceptance into pre-clinical courses. Lecture 1 hour per week.

**RTH 190 Coordinated Practice in Respiratory Therapy: NCC I** (2 cr.) - Provides supervised on-the-job training to enable students to work directly with patients to practice and refine skills learned in the previous semester's classroom and laboratory classes. Prerequisites: Successful completion of all curriculum courses offered during the first semester of the AAS degree in Respiratory Therapy. Laboratory 10 hours per week.

**RTH 190 Coordinated Practice in Respiratory Therapy: NCC II** (2 cr.) - Provides supervised on-the-job training to enable students to work directly with patients to practice and refine skills learned in the previous semester's classroom and laboratory classes. Prerequisites: Successful completion of all curriculum courses offered during the first semester of the AAS degree in Respiratory Therapy. Laboratory 10 hours per week.

**RTH 190 Coordinated Practice in Respiratory Therapy: NCC Internship** (2 cr.) - Provides first-year students an opportunity to practice all non-critical care skills in an acute care setting. The student is paired with an experienced "RRT" and completes 102 hours of non-critical care internship. Prerequisites: Successful completion of all curriculum courses offered during the first two semesters of the AAS degree in Respiratory Therapy. Laboratory 10 hours per week.

**RTH 215 Pulmonary Rehabilitation** (1 cr.) - Focuses on purpose and implementation of comprehensive cardiopulmonary rehabilitation program. Prerequisites: Successful completion of all curriculum courses offered during the first two semesters of the AAS degree in Respiratory Therapy. Lecture 1 hour per week.

**RTH 222 Cardiopulmonary Science II** (3 cr.) - Focuses on assessment, treatment, and evaluation of patients with cardiopulmonary disease. Explores cardiopulmonary, renal, and neuromuscular physiology and pathophysiology. Prerequisites: Successful completion of all curriculum courses offered during the first two semesters of the AAS degree in Respiratory Therapy. Lecture 3



**RTH 223 Cardiopulmonary Science III (2 cr.)** - Continues the exploration of topics discussed in RTH 121 and RTH 222. Prerequisites: Successful completion of all curriculum courses offered during the first three semesters of the AAS degree in Respiratory Therapy. Lecture 2 hours per week.

**RTH 226 Theory of Neonatal and Pediatric Respiratory Care (2 cr.)** - Focuses on cardiopulmonary physiology and pathology of the newborn and pediatric patient. Prerequisites: Successful completion of all curriculum courses offered during the first three semesters of the AAS degree in Respiratory Therapy. Lecture 2 hours per week.

**RTH 227 Integrated Respiratory Therapy Skills II (2 cr.)** - Presents intensive correlation of all major respiratory therapy subject areas reflecting the entry-level and advanced practitioner matrices. Emphasizes assessment, implementation, and modification of therapy to patient response. Prerequisites: Successful completion of all curriculum courses offered during the first five semesters of the AAS degree in Respiratory Therapy. Lecture 2 hours per week.

**RTH 236 Critical Care Monitoring (3 cr.)** - Focuses on techniques and theory necessary for the evaluation and treatment of the critical care patient, especially arterial blood gases and hemodynamic measurements. Explores physiologic effects of advanced mechanical ventilation. Prerequisites: Successful completion of all curriculum courses offered during the first four semesters of the AAS degree in Respiratory Therapy. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

**RTH 265 Current Issues in Respiratory Care (2 cr.)** - Explores current issues affecting the profession of respiratory care. Prerequisites: Successful completion of all curriculum courses offered during the first three semesters of the AAS degree in Respiratory Therapy. Lecture 2 hours per week.

**RTH 290 Coordinated Practice in Respiratory Therapy: ACC/NPCC I (2 cr.)** - Provides supervised on-the-job training. Introduces the student to respiratory critical care, home care, and diagnostic pulmonary functions. Students rotate through several critical care units (adult, pediatric, and neonatal) and practice and are evaluated on entry-level critical care skills. Introduces students to adult and pediatric home care and helps them learn to perform diagnostic pulmonary functions. Prerequisites: Successful completion of all curriculum courses offered during the first three semesters of the AAS degree in Respiratory Therapy. Laboratory 10 hours per week.

**RTH 290 Coordinated Practice in Respiratory Therapy: ACC/NPCC II (2 cr.)** - Provides supervised on-the-job training. Introduces the student to respiratory critical care, home care, and diagnostic pulmonary functions. Students rotate through several critical care units (adult, pediatric, and neonatal) and practice and are evaluated on entry-level critical care skills. Introduces students to adult and pediatric home care and helps them learn to perform diagnostic pulmonary functions. Prerequisites: Success-

ful completion of all curriculum courses offered during the first three semesters of the AAS degree in Respiratory Therapy. Laboratory 10 hours per week.

**RTH 290 Coordinated Practice in Respiratory Therapy: ACC/NPCC III (2 cr.)** - Provides supervised on-the-job training. Further develops critical respiratory care clinical skills and critical-thinking skills. Students rotate through several critical care units (adult, pediatric, and neonatal) and practice and are evaluated on advanced-level critical care skills. Students also develop skills in hemodynamic monitoring and polysomnography. Prerequisites: Successful completion of all curriculum courses offered during the first four semesters of the AAS degree in Respiratory Therapy. Laboratory 10 hours per week.

**RTH 290 Coordinated Practice in Respiratory Therapy: ACC/NPCC IV (1 cr.)** - Supervises on-the-job training. Further develops critical respiratory care clinical skills and critical-thinking skills. Students rotate through several critical care units (adult, pediatric, and neonatal) and practice and are evaluated on advanced-level critical care skills. Students also develop skills in hemodynamic monitoring and polysomnography. Prerequisites: Successful completion of all curriculum courses offered during the first four semesters of the AAS degree in Respiratory Therapy. Laboratory 5 hours per week.

**RTH 290 Coordinated Practice in Respiratory Therapy: ACC/NPCC IV INTERNSHIP (2 cr.)** - Provides supervised on-the-job training. Further develops critical respiratory care clinical skills and critical-thinking skills. Students rotate through several critical care units (adult, pediatric, and neonatal) and practice and are evaluated on advanced-level critical care skills. Prerequisites: Successful completion of all curriculum courses offered during the first five semesters of the AAS degree in Respiratory Therapy. Laboratory 10 hours per week.

## **Religion (REL)**

**REL 200 Survey of the Old Testament (3 cr.)** - Surveys books of the Old Testament, with emphasis on prophetic historical books. Examines the historical and geographical setting and place of the Israelites in the ancient Middle East as background to the writings. Lecture 3 hours per week.

**REL 210 Survey of the New Testament (3 cr.)** - Surveys the books of the New Testament, with special attention upon placing the writings within their historical and geographical setting. Lecture 3 hours per week.

**REL 230 Religions of the World (3 cr.)** - Introduces the religions of the world with attention to origin, history, and doctrine. Lecture 3 hours per week.

**REL 247 History of Christianity (3 cr.)** - Surveys the development of Christianity from its origins to the present. Lecture 3 hours per week.

## **Safety (SAF)**

**SAF 126 Principles of Industrial Safety (3 cr.)** - Teaches principles



and practices of accident prevention, analysis of accident causes, mechanical safeguards, fire prevention, housekeeping, occupational diseases, first aid, safety organization, protection equipment, and general safety principles and promotions. Lecture 3 hours per week.

## Social Science (SSC)

**SSC 115 Introduction to Global Affairs** (3 cr.) - Surveys wide range of global topics: previous periods of globalization, international organizations and law, transnational corporations and global economy, immigration and refugees, world environmental concerns, world culture, war and peace, paradoxical presence of nationalism and fundamentalism in global world, and antiglobalization movement. Lecture 3 hours per week.

## Sociology (SOC)

**SOC 200 Principles of Sociology** (3 cr.) - Introduces fundamentals of social life. Presents significant research and theory in areas such as culture, social structure, socialization, deviance, social stratification, and social institutions. Lecture 3 hours per week.

**SOC 207 Medical Sociology** (3 cr.) - Surveys the social, economic, cultural, and individual factors in health and illness. Examines issues of wellness, health-care systems, physician-nurse-patient relationships, medical costs, ethics and policy. Lecture 3 hours per week.

**SOC 215 Sociology of the Family** (3 cr.) - Studies topics such as marriage and family in social and cultural context. Addresses the single scene, dating and marriage styles, child-rearing, husband and wife interaction, single-parent families, and alternative lifestyles. Lecture 3 hours per week.

**SOC 245 Sociology of Aging** (3 cr.) - Introduces study of aging with special emphasis on later stages of the life cycle. Includes theories of aging, historical and comparative settings, social policy, and future trends of aging. Lecture 3 hours per week.

**SOC 247 - Death and Dying** (3 cr.) - Studies theoretical, practical, and historical aspects of death. Focuses upon student's own ideas, feeling, and attitudes toward death and dying and the significance and consequences of those attitudes. Prerequisites SOC 101-102-103 or equivalent or the division chairman's permission. Lecture 3 hours per week.

**SOC 250 Sociology of Sport** (3 cr.) - Provides the student with a better understanding of the social processes involved in sports. Looks at how the media, community, tradition, and privilege play an integral role in the participation of sporting events. Covers why sports exist, who plays sports, and what will become of sports in the future. Lecture 3 hours per week.

## Spanish (SPA)

**SPA 101 - Beginning Spanish I** (4 cr.) - Introduces understanding, speaking, reading, and writing skills and emphasizes basic Spanish sentence structure. May include an additional hour of oral drill and practice per week. Part I of II. May include one additional hour of oral practice per week. Lecture 4 hours per week.

**SPA 102 - Beginning Spanish II** (4 cr.) - Introduces understanding, speaking, reading, and writing skills and emphasizes basic Spanish sentence structure. May include an additional hour of oral drill and practice per week. Part II of II. May include one additional hour of oral practice per week. Lecture 4 hours per week.

**SPA 103 - Basic Spoken Spanish I** (3 cr.) - Teaches oral communication and introduces cultural mores and customs to students with no prior instruction in the language. Part I of II. Lecture 3 hours per week.

**SPA 104 - Basic Spoken Spanish II** (3 cr.) - Teaches oral communication and introduces cultural mores and customs to students with no prior instruction in the language. Part II of II. Lecture 3 hours per week.

**SPA 150 - Spanish for Law Enforcement** (3 cr.) - Introduces Spanish to those in the criminal justice field. Emphasizes oral communication and practical first-hand police and justice vocabulary. May include oral drill and practice. Lecture 3 hours per week.

**SPA 160 - Spanish for the Green Industry I** (3 cr.) - Introduces basic conversation skills in Spanish to those working in the "Green" industry. Emphasizes the use of vocabulary and expressions needed for communication in horticulture, landscaping, nursery/greenhouse, and turf management. Addresses cultural aspects of working with Spanish speaking populations. Lecture 3 hours per week.

**SPA 163 - Spanish for Health Professionals I** (3 cr.) - Introduces Spanish to those in the health sciences. Emphasizes oral communication and practical medical vocabulary. May include oral drill and practice. Part I of II. Lecture 3 hours per week.

**SPA 164 - Spanish for Health Professionals II** (3 cr.) - Introduces Spanish to those in the health sciences. Emphasizes oral communication and practical medical vocabulary. May include oral drill and practice. Part II of II. Lecture 3 hours per week.

**SPA 201 - Intermediate Spanish** (3 cr.) - Continues to develop understanding, speaking, reading, and writing skills. Prerequisite [SPA 102](#) or equivalent. May include oral drill and practice. Part I of II. Lecture 3 hours per week. May include one additional hour of oral practice per week.

**SPA 202 - Intermediate Spanish** - Continues to develop understanding, speaking, reading, and writing skills. Prerequisite [SPA 102](#) or equivalent. May include oral drill and practice. Part II of II. Lecture 3-4 hours per week. May include one additional hour of oral practice per week.

## Student Development (SDV)

**SDV 100 College Success Skills** (1 cr.) - Assists students in transition to college. Provides overviews of college policies, procedures, curricular offerings. Encourages contacts with other students and staff. Assists students toward college success through information regarding effective study habits, career and academic planning, and other college resources available to students. May include English and math placement testing. Strongly recommended for beginning students. Required for graduation. Lecture 1 hour per week.

***SDV 101 Orientation to a Discipline (Education) (1 cr.)*** - Introduces students to the skills which are necessary to achieve their academic goals, to services offered at the college and to the discipline in which they are enrolled. Covers topics such as services at the college including the learning resources center; counseling and advising; listening, test taking, and study skills; and topical areas which are applicable to their particular discipline. Lecture 1-3 hours per week.

***SDV 101 Orientation to a Discipline (Nursing) (1 cr.)*** - Introduces students to the skills which are necessary to achieve their academic goals, to services offered at the college and to the discipline in which they are enrolled. Covers topics such as services at the college including the learning resources center; counseling and advising; listening, test taking, and study skills; and topical areas which are applicable to their particular discipline. Lecture 1-3 hours per week.

***SDV 104 Study Skills (2 cr.)*** - Assists students in planning strategies to overcome nonproductive study habits and in implementing positive study behaviors. Includes management, memory improvement, note taking, and test taking. Lecture 2 hours per week.

***SDV 108 College Survival Skills (1-2 cr.)*** - Provides an orientation to the college. Introduces study skills, career and life planning. Offers an opportunity to engage in activities aimed at self-discovery. Emphasizes development of "coping skills" such as listening, interpersonal relations, competence, and improved self-concept. Recommended for students enrolled in developmental courses. Lecture 1-2 hours per week.

***SDV 110 Orientation to Teaching as a Profession (3 cr.)*** - Introduces students to a career in teaching and education by allowing students to experience the components of the learner, the school environment and the classroom teaching environment. Utilizes the Virginia Teachers for Tomorrow/Teacher Cadet curriculum. Students participate in a 15-hour student teaching internship in a classroom at one of the levels between Kindergarten and Grade 9. Lecture 3 hours per week.

## **Welding (WEL)**

***WEL 100 Fundamentals of Welding (3 cr.)*** - Introduces electric and gas welding and cutting. Provides fundamental principles of joining ferrous and non-ferrous metals, welding and cutting processes, equipment operation, and safety procedures with emphasis upon welding and cutting procedures. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

***WEL 117 Oxyfuel Welding and Cutting (3-4 cr.)*** - Introduces history of oxyacetylene welding, principles of welding and cutting, nomenclature of the equipment, development of the puddle, running flat beads, and butt welding in different positions. Explains silver brazing, silver and soft soldering, and safety procedures in the use of tools and equipment. Lecture 2 hours. Laboratory 3-6 hours. Total 5-8 hours per week.

***WEL 120 Introduction to Welding (2-3 cr.)*** - Introduces history of welding processes. Covers types of equipment, and assembly

of units. Stresses welding procedures such as fusion, non-fusion, and cutting oxyacetylene. Introduces arc welding. Emphasizes procedures in the use of tools and equipment. Lecture 1-2 hours. Laboratory 2-3 hours. Total 3-5 hours per week.

***WEL 123 Shielded Metal Arc Welding (Basic) (3-4 cr.)*** - Teaches operation of AC and DC power sources, welding polarities, heats and electrodes for use in joining various metal alloys by the arc welding process. Deals with running beads, butt, and fillet welds in all positions. Emphasizes safety procedures. Lecture 2 hours. Laboratory 3-6 hours. Total 5-8 hours per week.

***WEL 124 Shielded Metal Arc Welding (Advanced) (3-4 cr.)*** - Continues instruction in operation of AC and DC power sources, welding polarities, heats and electrodes for use in joining various metal alloys by the arc welding process. Deals with running beads, butt, and fillet welds in all positions. Emphasizes safety procedures. Lecture 2 hours. Laboratory 3-6 hours. Total 5-8 hours per week.

***WEL 126 Pipe Welding (3-4 cr.)*** - Teaches metal arc welding processes including the welding of pressure piping in the horizontal, vertical, and horizontal-fixed positions in accordance with section IX of the ASME Code. Lecture 2-3 hours. Laboratory 3 hours. Total 5-6 hours per week.

***WEL 130 Inert Gas Welding (3-4 cr.)*** - Introduces practical operations in the uses of inert-gas shield arc welding. Discusses equipment, safety operations, welding practice in various positions, process applications, and manual and semi-automatic welding. Lecture 2 hours. Laboratory 3-6 hours. Total 5-8 hours per week.

***WEL 145 Welding Metallurgy (3-4 cr.)*** - Studies steel classifications, heat treatment procedures, properties of ferrous and non-ferrous metals. Discusses techniques and practices of testing welded joints and destructive/nondestructive, visual magnetic and fluorescent testing. Lecture 2-3 hours. Laboratory 0-2 hours. Total 3-5 hours per week.

# Boards, Faculty & Support Staff

## College Boards

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 Travis D. Jackson, County of Wythe  
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 Danny C. McDaniel, County of Wythe  
 Janet Nuckolls, City of Galax  
 Charles W. Smith, County of Grayson  
 Robert "Robby" Wingate, County of Grayson

### President

Dr. Dean Sprinkle

## Administrative Faculty

Dean Sprinkle, A.A.S., B.A., M.A., Ph.D.  
*President*

Lorri Huffard, B.S., M.S., Ph.D.  
*Vice President, Instruction and Student Development*

Crystal Y. Cregger, A.A.S., B.S., M.B.A.  
*Vice President, Finance and Administrative Services*

Rhonda K. Catron-Wood, B.S., M.A., Ed.D.  
*Vice President, College Development*

Perry Hughes, A.A.S., B.B.A., M.S.,  
*Vice President of Workforce Development*

C. Jamie Edwards, B.S., M.A., M.Ed.  
*Dean, Health and Occupational Programs*

Jacob Surratt, B.A., M.S.  
*Dean, Transfer, Business, and Social Sciences*

Renee S. Thomas, B.S., M.S.  
*Dean, Student Success and Academic Development*

George E. Mattis, Jr., A.A., B.S., M.L.S.  
*Director of Library Services*

Kent E. Glindemann, B.A., M.S., Ph.D.  
*Director of Institutional Research, Planning and Effectiveness*

Charlotte A. Mowery, B.S., M.S.  
*Coordinator, Project Director, Student Support Services*

Mary E. Edwards, B.S., M.S.  
*Coordinator, Project Director, Upward Bound*

Vicki B. Delp, A.A.S., B.S., M.B.A.  
*Coordinator, Grants Compliance for MTC*

Nelson J. Teed, B.S., M.E.  
*Coordinator, Manufacturing Extension Specialist for MTC*

VACANT  
*Coordinator, Online Learning and Instructional Technology*

Jill W. Ross, B.A., M.S.  
*Coordinator, Development Services, WCC Educational Foundation*

Shawn L. McReynolds, B.S., M.L.S.  
*Director of Technology*

Leticia Maldonado, B.A., M.B.A.  
*Coordinator, Project Director, Educational Talent Search*

Jimmie Vicars, B.S.  
*Director of Facility Planning and Maintenance*

Timothy West, B.S., M.S.  
*Academic Counselor*

Malinda Eversole, A.A.S., B.S., M.A.  
*Director of Human Resources and Payroll Services*

Shawn Wildman, A.A.S., B.S.  
*Coordinator, Senior Project Engineer, Manufacturing Tech Center*

Josh Floyd, B.S., M.B.A.  
*Coordinator of Dual Enrollment*

April Mullins, B.S., M.S.  
*Counselor for Recruitment and Retention/Student Services*

## Wytheville Community College

Debbie Puckett, A.A.S., B.S., M.A.  
*Student Support Services Counselor*

Maria Whited, B.S., M.A.  
*Student Support Services Counselor*

Monique Cabiness, B.S., M.B.A.  
*Administrative Officer, Instructional Technologist for the Title III Grant*

## Faculty

**Arnold, Tommy L.** (2003) (1987-2002)  
Associate Professor, Machine Technology  
A.A.S., Wytheville Community College, 1973  
A.A.S., Danville Community College, 1975  
B.S., Virginia Polytechnic Institute and State University, 1983  
M.S., Virginia Polytechnic Institute and State University, 1991

**Becker, Elizabeth** (2012)  
Associate Instructor, Biology  
A.A.S., Salk Valley College, 1979  
B.S., Radford University, 1998  
M.S., Radford University, 2001

**Cabiness, Monique** (2015)  
Administrative Officer, Instructional Technologist for Title III Grant  
B.S., Averett University, 2002  
M.B.A., Longwood College, 2011

**Catron-Wood, Rhonda K.** (1990)  
Professor  
Vice President, College Development  
B.S., Radford University, 1987  
M.A., Radford University, 1989  
Ed.D., Virginia Polytechnic Institute and State University, 2001

**Choate, Daniel R.** (2011)  
Assistant Professor, Construction Technology  
A.A.S., Wytheville Community College, 1997  
Various construction certifications.

**Costello, Keith P.** (2000)  
Professor, Computer Information Systems Technology  
B.S., Bluefield College, 1994  
M.S., Marshall University, 1997  
M.B.A., Morehead State University, 2010

**Cregger, Crystal Y.** (2008)  
Assistant Professor  
Vice President, Finance and Administrative Services  
A.A.S., Wytheville Community College, 1992  
B.B.A., Radford University, 1993  
M.B.A., Radford University, 1995

**Delp, Vicki B.** (1998)  
Coordinator, Grants Compliance, MTC  
A.A.S., Wytheville Community College, 1983  
A.A.S., Wytheville Community College, 1990  
B.S., University of Phoenix, 1994  
M.B.A., King College, 2010

**Durham, April Y.** (2013)  
Assistant Professor of Nursing  
A.S., Wytheville Community College, 2007  
B.S.N., Old Dominion University, 2013  
M.S.N., Walden University, 2015

**Edwards, C. Jamie** (2011)  
Health and Occupational Programs  
Associate Professor  
B.S., Bluefield College, 1999  
M.A., Wake Forest University, 2005  
M.Ed., Radford University, 2012

**Edwards, Mary E.** (1996)  
Instructor  
Coordinator and Project Director, Upward Bound  
A.A.S., New River Community College, 1977  
B.S., Radford University, 1979  
M.S., Radford University, 1992

**Evans, Jacqueline R.** (2006)  
Professor, Practical Nursing  
A.A.S. Nursing, Wytheville Community College, 1995  
B.S.N., Old Dominion University, 2000  
M.S.N., Walden University, 2008

**Evans, Susan W.** (2007)  
Assistant Professor, Mathematics  
B.S., Villanova University, 1992  
M.S., Virginia Polytechnic Institute and State University, 1994

**Eversole, Malinda P.** (2010)  
Assistant Professor  
Director of Human Resources and Payroll Services  
A.A.S., Wytheville Community College, 2009  
B.S., Bluefield College, 2013  
M.A., Liberty University, 2014

**Ferguson, Johnathon** (2016)  
Instructor, Machine Technology  
A.A.S., Wytheville Community College, 2009

**Floyd, Joshua** (2014)  
Assistant Professor, Coordinator of Dual Enrollment  
B.S., James Madison University, 1997  
M.B.A., East Tennessee State University, 2009

**Galyean, Teresa A.** (1996)  
Professor, Psychology  
B.S., Radford University, 1983  
M.S., Radford University, 1985  
Ed.S., Radford University, 1986  
Ph.D., Virginia Polytechnic Institute & State University, 2004

**Gibberson, James E.** (2015)  
Assistant Professor  
Program Head, Medical Laboratory Technology  
B.S., Bluefield State College, 1986  
M.S. Old Dominion University, 2003

**Glindemann, Kent E.** (2007)  
Professor  
Director of Institutional Research, Planning & Effectiveness  
B.A., Salisbury University, 1987  
M.S., Virginia Polytechnic Institute and State University, 1990  
Ph.D., Virginia Polytechnic Institute and State University, 1995



**Grose, William L.** (2004)  
Assistant Professor, History  
B.A., Emory & Henry College, 1991  
M.A., Virginia Polytechnic Institute and State University, 2001

**Haga, Kristie** (2015)  
Assistant Professor, Human Services  
A.A.S., Wytheville Community College, 1992  
B.S., Radford University, 1994  
M.S., Walden University, 2009

**Hedrick, Mary A.** (2009)  
Assistant Professor, Biology  
B.S., Radford University, 2002  
M.S., Radford University, 2006

**Holder, Martha** (2000)  
Assistant Professor, English  
B.A., Appalachian State University, 1995  
M.A., Appalachian State University, 1998

**Huddle, Rita K.** (2010)  
Assistant Professor, Nursing  
A.A.A., Wytheville Community College, 1977  
B.S., Old Dominion University, 1998  
M.S.N., Walden University, 2012

**Huffard, Lorri M.** (2005) (1991-2000)  
Professor  
Vice President of Instruction and Student Development  
B.S., Roanoke College, 1986  
M.S., University of Cincinnati College of Medicine, 1991  
Ph.D., TUI University, 2010

**Hughes, Perry** (2015)  
Assistant Professor, Director of Workforce Development  
A.A.S., Patrick Henry Community College, 1987  
B.B.A., Radford University, 1989  
M.S., Virginia Tech, 2004

**Jackson-King, Julia S.** (2005)  
Associate Professor  
Program Head, Physical Therapist Assistant  
B.S., The College of William and Mary, 1984  
B.S., Virginia Commonwealth University, Medical College of Va., 1986  
M.S., Old Dominion University, 2006

**Jones, Stanley** (2010)  
Instructor, Chemistry  
B.S., University of Tampa, 1986  
M.E., University of Virginia, 1999

**Kilgore, Sarah C.** (2005)  
Associate Professor, Accounting  
B.S. University of Virginia at Wise, 1978  
M.A., Virginia Polytechnic Institute & State University, 1986

**Kincer, Cynthia J.** (2005)  
Assistant Professor, Biology  
A.S., Wytheville Community College, 1980  
B.S., Mars Hill College, 1982  
M.S., East Tennessee State University, 1989

**Lachniet, Jason A.** (2007)  
Assistant Professor, Mathematics  
A.S., Grand Rapids Community College, 1998  
B.S., Michigan State University, 2000  
M.S., East Tennessee State University, 2007

**Lawson, John C.** (2004)  
Associate Professor, Social Science  
B.S., Radford University, 1994  
M.A.L.S., Hollins University, 1996

**Leonard, Mimi** (2003)  
Associate Professor, Developmental English  
B.A., University of the South, 1983  
M.S., Radford University, 1998

**Maldonado, Leticia** (2015)  
Assistant Professor  
Coordinator, Project Director, Educational Talent Search  
B.A., City College of New York, 1976  
M.B.A., Pace University, 1984

**Mattis, George E., Jr.** (1986)  
Instructor, Coordinator of Library Services  
A.A., Community College of Rhode Island, 1974  
B.A., Roger Williams College, 1976  
M.L.S., George Peabody College, 1977

**McAfee, Tracy L.** (2008)  
Associate Professor of Communication Studies and Theatre  
B.A., Baldwin Wallace College, 1983  
M.A., Ohio State University, 1987

**McReynolds, Shawn** (2011)  
Associate Professor  
Director of Technology (Chief Information Officer)  
B.S., Bluefield College, 1994  
M.L.S., Fort Hays State University, 2005

**Mowery, Charlotte A.** (1992)  
Assistant Professor  
Coordinator & Project Director, Student Support Services  
B.S., Radford University, 1978  
M.S., Radford University, 1980

**Mullins, April** (2004)  
Instructor  
Counselor for Recruitment and Retention, Student Services  
B.S., Radford University, 1998  
M.S., Radford University, 2001

**Muncy, Patsy B.** (2005)  
Associate Professor, Nursing  
A.A.S., Wytheville Community College, 1974  
B.S.N., Bluefield State College, 1994  
M.S.N., Old Dominion University, 2005

**Musick, Kelli L.** (1991)  
Assistant Professor, Administrative Support Technology  
A.A.S., Wytheville Community College, 1991  
B.S., Old Dominion University, 2000  
M.A., Ashford University, 2009

## Wytheville Community College

### **Nester, Marc S. (2011)**

Associate Professor, Information Systems Technology  
A.A.S., New River Community College, 1993  
B.S., Virginia Polytechnic Institute and State University, 1995  
M.A., Virginia Polytechnic Institute and State University, 2009

### **Phillips, Rita A. (2007)**

Professor, Dental Hygiene/Dental Assisting  
B.S., Medical College of Virginia, 1989  
M.S., Virginia Polytechnic Institute and State University, 2001  
Ph.D., Virginia Polytechnic Institute and State University, 2008

### **Phillips, Sherrie D. (2013)**

Professor  
Program Head, Nursing  
B.S., King College (2005)  
M.S., Old Dominion University (2008)

### **Puckett, Debbie L. (2017)**

Instructor, Student Support Services Counselor  
A.A.S., Virginia Highlands Community College, 2005  
B.S., Old Dominion University, 2012  
M.A., Liberty University, 2013

### **Quesenberry, I. Scott (2010)**

Instructor, HVAC, Crossroads Institute  
Certificate, New River Community College, 1995

### **Reeves, William (Bill) H. (2008)**

Assistant Professor, Truck Driving, Crossroads Institute  
A.A.S., Wytheville Community College, 2012  
Career Studies Certificate, Truck Driving, Southside Community College, 2008  
Auto Mechanics Certification, 1980  
Class A CDL License with H.T.N.P.S. Endorsements

### **Richardson, Leigh Ann (2017)**

Associate Professor, Practical Nursing  
A.A.S., Wytheville Community College, 2002  
B.S.N., Walden University, 2014

### **Ross, Jill Watson (2010)**

Assistant Professor  
Development Services Coordinator, Educational Foundation Office  
B.A., Emory & Henry College, 2000  
M.S., University of Tennessee, 2002

### **Settle, B. Jason (2013)**

Instructor, English  
B.S., Radford University, 2004  
M.S., Radford University, 2007

### **Slemp, Kimberly S. (2011)**

Instructor, Physical Therapist Assistant  
B.S., Virginia Commonwealth University, 1982

### **Smith, Elaine G. (2000)**

Associate Professor  
Dental Hygiene/Dental Assisting Program Head  
A.A.S., Wytheville Community College, 1992  
B.S., Old Dominion University, 1999  
M.D.H., University of Tennessee, 2008

### **Spraker, Deanna (2014)**

Associate Professor, Biology  
B.S., Bluefield State College, 1996  
M.A., Virginia Polytechnic Institute and State University, 2001

### **Sprano, Peter A. (1992)**

Associate Professor, English  
B.S., Liberty University, 1980  
M.S., Old Dominion University, 1984  
M.S., Radford University, 2009

### **Spangler, Stephanie (2016)**

Instructor, Nursing Simulation Lab  
A.A.S., Wytheville Community College, 1995  
B.S.N., Old Dominion University, 2000  
M.S., Capella University, 2016

### **Sprinkle, Dean (2015)**

President  
A.A.S., Lee McRae College, 1976  
B.A., North Carolina State University, 1978  
M.A., Western Carolina University, 1981  
Ph.D., University of North Carolina, 2000

### **Surratt, Jacob (2016)**

Transfer, Business, and Social Sciences  
Assistant Professor  
B.S., Appalachian State, 2006  
M.S., High Point University, 2008

### **Sutphin, Brenda N. (1999)**

Assistant Professor, Psychology  
B.S., Appalachian State, 1993  
M.S., Radford University, 1995

### **Teed, Nelson J. (2001)**

Director, Manufacturing Specialist for MTC  
B.S., M.E., Kent State University, 1983.

### **Thomas, Renee S. (2006)**

Instructor  
Dean, Student Success and Academic Development  
B.S., Radford University, 1989  
M.S., Radford University, 2005

### **Thomas, Staci S. (2012) (1994-1999)**

Associate Professor, Dental Assisting/Dental Hygiene  
A.S., West Virginia Institute of Technology, 1982  
B.S., West Virginia Institute of Technology, 1983  
M.S., Virginia Polytechnic Institute and State University, 1992

### **Vicars, Jimmie (2015)**

Instructor, Director of Facility Planning and Maintenance  
B.S., East Tennessee State University, 1970

### **Weiss, Richard A. "Doc" (1984)**

Professor, Law Enforcement  
B.S., West Virginia University, 1970  
M.S., Radford University, 1978  
M.S., Radford University, 1991

**West, Timothy R. (2016)**

Assistant Professor, Academic Counselor  
B.S., Radford University, 2004  
M.S., University of West Alabama, 2007  
M.S., Radford University, 2014

**Whited, Maria (2012)**

Instructor, Student Support Services Counselor  
B.S., Bluefield State College, 2005  
M.A., Liberty University, 2009

**Wildman, Shawn M. (2013)**

Coordinator, Senior Project Engineer, MTC  
A.A.S., Southwest Virginia Community College, 1993  
B.S., Virginia Tech, 1996

**Yates, Karla U. (2011)**

Associate Professor, Nursing  
A.A.S., Wytheville Community College, 2006  
B.S., University of Phoenix, 2008  
M.S., University of Phoenix, 2011

## Faculty Emeriti

**Alexander, Don (1968-2009)**

Associate Professor, Emeritus of Machine Technology  
B.S., Appalachian State University, 1967  
M.A., Appalachian State University, 1968

**Bryant, Lillian W. (1970-1992)**

Associate Professor, Emeritus of Nursing  
Diploma, Lewis-Gale Hospital School of Nursing, 1960  
B.S.N., University of North Carolina, 1962  
M.S., Virginia Polytechnic Institute and State University, 1977

**Cockram, Joseph M. (1969-2002)**

Associate Professor, Emeritus of Mathematics  
B.S., Appalachian State University, 1964  
M.A., University of South Carolina, 1969

**Collins, Eric J. (1969-2002)**

Assistant Professor, Emeritus of Biology  
B.S., Roanoke College, 1963  
M.A., University of Richmond, 1965

**Compton, Louise B. (1968-1992)**

Professor, Emeritus of Nursing  
B.S.N., East Tennessee State University, 1959  
M.S.N., Indiana University, 1966

**DiYorio, John S. (1969-2002)**

Professor, Emeritus of Chemistry  
B.S., College of Charleston, 1964  
Ph.D., University of South Carolina, 1969

**Hwu, Yeu P. (1964-1994)**

Professor, Emeritus of Physics  
B.S., Taiwan Normal University, 1955  
M.S., Virginia Polytechnic Institute and State University, 1963  
Ph.D., Virginia Polytechnic Institute and State University, 1968

**Jennings, Allen P. (1970-1992)**

Associate Professor, Emeritus of Physical Education  
B.S., East Tennessee State University, 1951  
M.A., East Tennessee State University, 1959

**Jones, Dan C. (1975-2002)**

Professor, Emeritus of English  
B.A., Carson-Newman College, 1964  
M.A., Vanderbilt University, 1967  
Ph.D., Indiana University of Pennsylvania, 1979

**Liddle, Larry T. (1970-2002)**

Associate Professor, Emeritus of Mathematics  
B.S., Virginia Polytechnic Institute and State University, 1966.  
M.S., University of South Carolina, 1970.

**Matheny, Betty J. (1972-1999)**

Associate Professor, Emeritus of Office Systems Technology  
B.S., West Virginia Institute of Technology, 1959  
M.A., Marshall University, 1965

**Matheny, John E. (1969-1996)**

Professor, Emeritus of Business Management  
A.B., Glenville State College, 1957  
M.A., Marshall University, 1964

**Pratt, Janet L. (1974-2002)**

Associate Professor, Emeritus of Nursing  
B.N., Medical College of Virginia, 1961  
M.S.N., Virginia Polytechnic Institute and State University, 1980

**Presgraves, James S. (1967-1991)**

Associate Professor, Emeritus of Student Support Services  
B.A., University of Richmond, 1959  
M.Ed., University of Richmond, 1964

**Roberts, Charles D. (1969-2002)**

Associate Professor, Emeritus of Business Management  
B.S., Virginia Polytechnic Institute and State University, 1963  
M.Ed., Virginia Polytechnic Institute and State University, 1969

**Snyder, William F. (1974-2001)**

Professor, President Emeritus  
B.S., Appalachian State University, 1959  
M.A., Wake Forest College, 1963  
Ed.D., North Carolina State University, 1973

**Pryor, Janice (1984-2015)**

Professor, Emeritus of Communications  
B.A., Winthrop College, 1970  
M.A., University of South Carolina, 1975  
Ph.D., Kent State University, 1982

**Thacker, Sue G. (1976-2008)**

Professor, Emeritus of Nursing  
B.S., University of Virginia, 1971  
M.S., Radford University, 1983  
M.S., American Holistic College of Nutrition, 1995  
Ph.D., American Holistic College of Nutrition, 1996

**West, Evelyn G. (1975-1990)**

Assistant Professor, Emeritus of Nursing  
B.S., Vanderbilt University School of Nursing, 1945  
M.S., University of Chicago, 1949

**Wymer, Bobby J. (1968-2002)**

Associate Professor, Emeritus of English  
B.A., Radford University, 1962  
M.S., Radford University, 1966

## Support Staff

**Akers, Kenneth, N. (2017)**

WebMaster

B.S., Kaplan University, 2011

**Alexander, Karen L. (2012)**

Education Support Specialist III (Registrar)

A.A.S., Southwest Virginia Community College, 1999

B.S., Virginia Polytechnic Institute and State University, 2001

M.B.A., Virginia Polytechnic Institute and State University, 2003

**Arnold, Melissa M. (1998)**

Administrative and Office Specialist II, Upward Bound

Certificate, Clerical Studies, Wytheville Community College, 1994

**Blair, Jamie R. (2014)**

Education Support Specialist I

Admission and Records Office

A.A.S., Wytheville Community College, 2011

B.S. Bluefield College, 2015

**Bond, Bonnie K. (2013)**

Financial Services Specialist I

A.A.S., Wytheville Community College, 1994

B.S., Bluefield College, 1996

**Burnett, Denita I. (2005)**

Administrative and Office Specialist III

President's Office

A.A.S., Wytheville Community College, 1999

B.B.A., King University, 2015

**Carter, Justin R. (2016)**

Talent Search Coordinator

Talent Search Grant

A.A.S., New River Community College, 2010

B.S., Radford University, 2013

**Catron, Leonard "Todd" W., Jr. (1996)**

Network Administrator

Information Technology Systems Office

A.A.S., Wytheville Community College, 1987

**Collins, Joseph S. (2005)**

Trades Technician III, Maintenance Department

**Crosscup, Shauna P. (2009)**

Education Support Specialist III

Financial Aid Office

A.S., Wytheville Community College, 2005

B.B.A., Roanoke College, 2007

M.B.A., Radford University, 2009

**Dickens, David T. (2011)**

Business Office Manager

Business Office

A.A.S., Wytheville Community College, 2008

B.S., Virginia Polytechnic Institute and State University, 2010

**Dunford, Wendy C. (2015)**

Financial Services Specialist I (Payroll Officer)

**Fanning, Vivian B. (2011)**

Procurement Officer I

Purchasing

**Fowler, Sarah R. (2012)**

Administrative & Office Specialist III (Allied Health Division)

A.A.S., Wytheville Community College, 2009

B.A., Virginia Polytechnic Institute and State University, 2011

**Gallagher, Mary Beth (1996)**

Educational Support Specialist III

Financial Aid Office

A.A.S., State University, New York, 1985

B.B.A., Kennesaw College, 1988

**Halsey, Derek R. (1998)**

Information Technology Specialist I

Information Technology Systems Office

A.A.S., Wytheville Community College, 1999

**Harmon, Zendell C. (2000)**

Administrative and Office Specialist III

Crossroads Institute

**Hawkins, Karen L. (1997)**

Administrative and Office Specialist III

Student Services Office

A.A.S., Wytheville Community College, 1991

B.S., Old Dominion University, 2007

**Johnston, Gayle D. (1998)**

Administrative and Office Specialist III

Business Office

A.A.S., Wytheville Community College, 1987

**Keen, Rhonda B. (2004)**

Library Specialist I

Library

A.A.S., Southwest Virginia Community College, 1990

B.S., Radford University, 1992

**Kegley, Melissa R. (2008)**

Information Technology Specialist I

Information Technology Systems Office

A.A.S., Wytheville Community College, 1983, 2004

B.S., Old Dominion University, 2007

**Litz, Keith E. (2011)**

Education Coordinator I (Environmental and Energy Specialist)

Manufacturing Technology Center

A.A.S. Wytheville Community College, 1978

**Lowe, Lisa (2016)**

Administrative & Office Specialist III

Workforce Development and Continuing Education

A.A.S., Wytheville Community College, 2007

**Martin, Roger G. (2006)**

Trades Technician III

Maintenance Department



**Mitchell, Jane (2000)**

Education Support Specialist III  
 Workforce Development and Continuing Education  
 A.A.S., Wytheville Community College, 2000  
 B.S.S.O., Colorado Technical University, 2006

**Montgomery, Jerri L. (1991)**

Administrative and Office Specialist III  
 Office of the Vice President of Instruction & Assessment  
 A.A.S., Wytheville Community College, 1998  
 B.S., Old Dominion University, 2006  
 M.S., Capella University, 2009

**Murrell, Lisa (2014)**

Admin and Office Specialist III  
 Financial Aid Office/Admissions Office  
 A.A.S., Wytheville Community College, 1987

**Newman, Linda L. (1987)**

Administrative and Office Specialist III  
 Manufacturing Technology Center  
 A.A.S., Wytheville Community College, 1979  
 A.A.S., Wytheville Community College, 1990

**Phillips, Jessica (2016)**

Administrative and Office Specialist III  
 Student Support Services-Project Aim  
 A.A.S., Wytheville Community College, 2012

**Preston, Bridget R. (2012)**

Education Support Specialist III  
 Online Advisor  
 A.A.S., Wytheville Community College, 2012  
 B.B.A., King University, 2015

**Romans, Allan L. (1999)**

Information Technology Specialist I  
 Information Technology Systems Office  
 A.A.S., Wytheville Community College, 1989

**Shuler, Amber D. (2013)**

Dental Hygiene Coordinator  
 A.A.S., Wytheville Community College, 2004  
 B.S. Liberty University, 2013

**Slate, Bobbie (2016) (ADD)**

Talent Search Coordinator  
 Talent Search Grant  
 A.A.S., Wytheville Community College, 2013  
 B.S., Bluefield College, 2014

**Sowers, Shasta, R. (2017) (ADD)**

High School Career Coach  
 B.S., Virginia Tech, 2013  
 M.S., Virginia Tech, 2014

**Stuart, Keisha V. (2013)**

Administrative and Office Specialist III  
 WCC Educational Foundation  
 A.A. S., Wytheville Community College, 2001

**Trivett, Janice L. (1989)**

Administrative and Office Specialist III  
 Office of the Dean of Humanities, Social Sciences, and Business  
 Technologies  
 A.A. & S., Wytheville Community College, 1993  
 A.A.S., Wytheville Community College, 2002  
 B.S., Old Dominion University, 2005  
 M.A., Ashford University, 2010

**White, Sherry D. (2003)**

Administrative and Office Specialist III  
 WCC Educational Foundation  
 A.A.S., Wytheville Community College, 2000

**Winesett, Martha K. (2004)**

Information Technology Specialist II  
 Information Technology Systems Office  
 Admissions and Records Office  
 A.A.S., Wytheville Community College, 2001  
 B.S., Old Dominion University, 2008

## Support Staff Emeriti

**Arnold, JoAnn S. (1976-2004)**

Procurement Officer I

**Bear, Betty C. (1985-2006)**

Payroll Officer

**BeCraft, B. Dean (1982-2001)**

Building and Grounds Supervisor B

**Brant, Jerry (1988-2015)**

Trades Manager I

**DeBord, Bill R. (2001-2013)**

Administrative and Office Specialist III

**Dix, Sherry K. (1973-2009)**

Registrar

**Crabtree, Evelyn I. (1968-1995)**

Fiscal Technician Senior

**Frye, Darlene U. (1972-2004)**

Administrative and Office Specialist III

**Lyons, Elizabeth D. (1968-1995)**

Fiscal Technician Senior

**King, Brenda W. (1967-2001)**

Library Practitioner I

**Lilly, Sue M. (1993-2003)**

Administrative and Program Specialist III

**Porterfield, Carolyn S. (1971-2009)**

Information Technology Specialist I

**Sauls, Nancy M. (1975-2006)**

Laboratory & Research Specialist I

## ***Wytheville Community College***

**Simmerman, Lisa P.** (1991-2009)

Financial Services Specialist I

**Vile, Pamela S.** (1980-2009)

Administrative and Office Specialist II

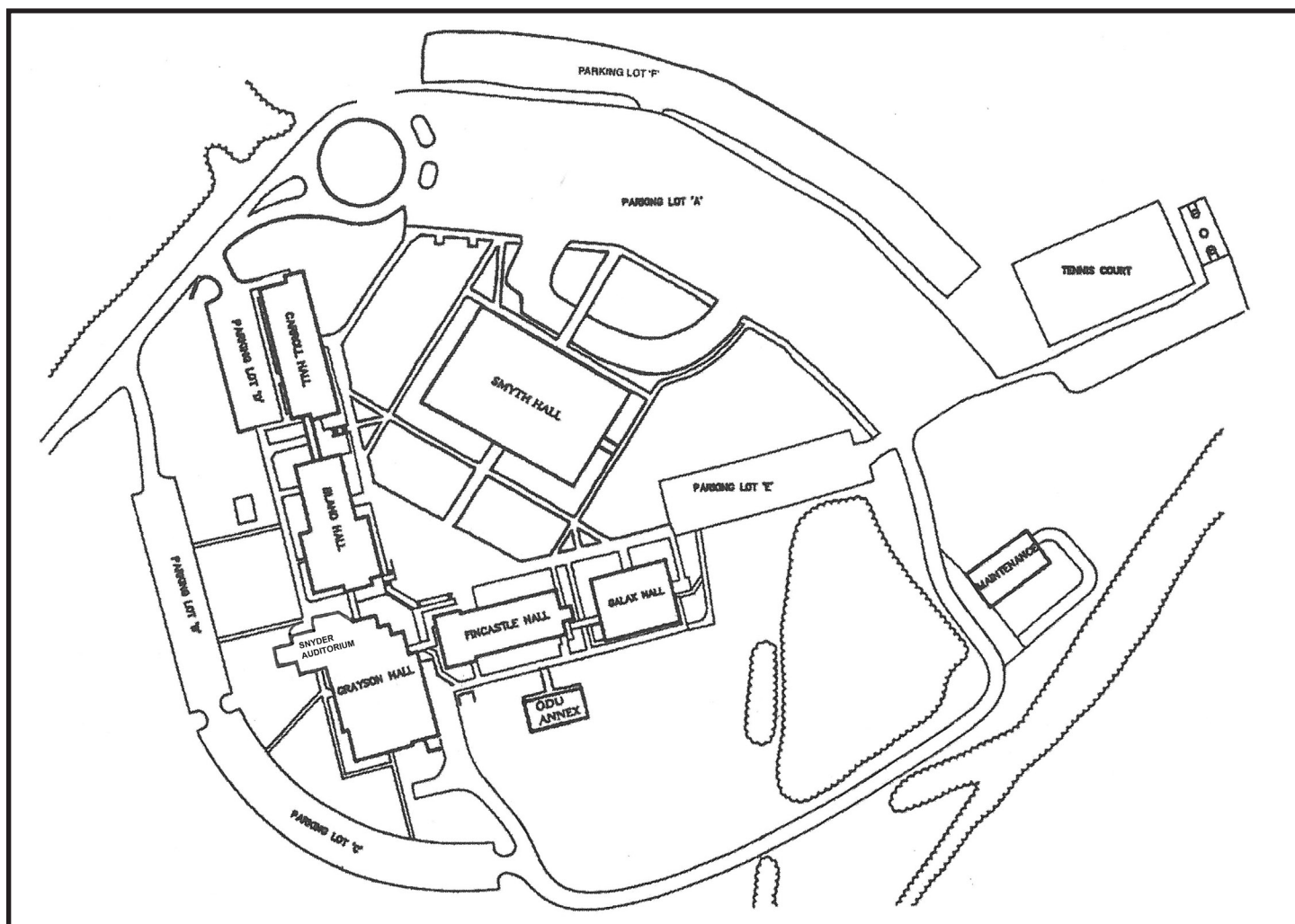
**Waddle, Lorraine V.** (1973-2002)

Administrative Staff Assistant

**Willard, Albert R. “Dick”** (1973-1976, 1981-2005)

Trades Technician III

## Wytheville Community College Campus Map



### Directions to WCC:

**From East:** Take Interstate 81 South to Wytheville Exit 73. Follow Main Street approximately one mile to WCC campus on right.

**From West:** Take Interstate 81 North to Wytheville Exit 73. Follow Main Street approximately one mile to WCC campus on right.

**From North:** Take Interstate 77 South to Interstate 81 North. Take Wytheville Exit 73. Follow Main Street approximately one mile to WCC campus on right.

**From South:** Take Interstate 77 North to Interstate 81 South. Go nine miles on I-81 to Wytheville Exit 73. Follow Main Street approximately one mile to WCC campus on right.